

EIS

Exhibit Installation Specialists, Inc.

625 N. Governor Printz Blvd, Suite 1, Essington, PA 19029 • Phone: (610) 521-6200 • Fax: (610) 521-8500

OFFICE USE ONLY
ORDER NO. _____
DATE _____
REVISION DATE _____

ORDER FORM – SERVICE REQUIREMENTS

Show Code: _____ PO/Job No.: _____

Exhibitor Name: _____	Invoice to: _____
Convention: _____	_____
Show Dates: _____	_____
Location: _____	Attn: _____
City: _____	
Booth No: _____ Size: _____	() Exhibit Installation Specialists, Inc. Supervision
Installation Date: _____ Time: _____	() Client Supervisor _____
Dismantle Date: _____ Time: _____	Carpets: (color: _____) <input type="checkbox"/> with Exhibit <input type="checkbox"/> Rental
Number of Men _____	Client contact: _____ Phone: _____

SPECIAL INSTRUCTIONS

Electrical Furniture Telephone Cleaning Other

Please include copies of your service records.

INBOUND FREIGHT

Carrier: _____
Tracing Contact: _____
Phone: _____

OUTBOUND FREIGHT Prepaid Collect

Shipping Address: _____

Billing Address: _____

Carrier: _____

URGENT...MANY SHOW MANAGERS REQUIRE THAT YOU NOTIFY THEM IN WRITING OF YOUR INTENT TO USE A SERVICE CONTRACTOR TO INSTALL AND DISMANTLE YOUR EXHIBIT. PLEASE SEND YOUR NOTIFICATION AS SOON AS POSSIBLE. WE WOULD APPRECIATE A COPY FOR OUR RECORDS... THANK YOU, EIS

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LOS ANGELES • ANAHEIM • LAS VEGAS • SAN FRANCISCO • ORLANDO • MIAMI