



SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: Orders@aexservices.com

Show Name: ATLANTIC BUILDERS CONVENTION 2019

Show Dates: APRIL 3-4, 2019

Deadline Date To Receive Discounted Rates: **MARCH 20, 2019**

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED Plan A: Professionally Supervised Installation and Dismantle

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at Warehouse Show Site Loading Dock
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
of Crates: _____ # of Cartons: _____ Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? Yes No
Set-up instructions: Attached to this order With display

RETURN SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. _____ Re-route via contractors choice. 2. _____ Transfer to warehouse at exhibitor's expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____
Hotel: _____ Telephone: _____

