



SHOW-SITE SERVICE REQUEST FORM

Company Name: _____ Job #: _____
Contact: _____
Phone: _____ Fax: _____
Email: _____

Simply check the services you require. A customer service representative will provide a budget forecast as per your specifications prior to each show. By completing this form, Trade Show Solutions Center, LLC will become aware of your company's preferences and be able to better meet your needs.

- | | | |
|--|--|--|
| <input type="checkbox"/> Inspection | <input type="checkbox"/> Dismantle | <input type="checkbox"/> Plant Rental |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Dismantle Supervision | <input type="checkbox"/> Lead Retrieval |
| <input type="checkbox"/> Handle in Client Product | <input type="checkbox"/> Electrical Service | <input type="checkbox"/> Telephone/Internet |
| <input type="checkbox"/> Handle out Client Product | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Handle Outbound | <input type="checkbox"/> Carpet Rental | <input type="checkbox"/> Misc. Rental |
| <input type="checkbox"/> Move-in Shipment | <input type="checkbox"/> Padding Rental | <input type="checkbox"/> Move-out Shipment |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpet Installation | <input type="checkbox"/> Handling into Storage |
| <input type="checkbox"/> Installation | <input type="checkbox"/> Cleaning Service | <input type="checkbox"/> Storage Between Shows |
| <input type="checkbox"/> Installation Supervision | <input type="checkbox"/> Furniture Rental | <input type="checkbox"/> Other: _____ |

In order to receive discounts, many of the above listed services need to be ordered 30-45 days in advance of the show. Please select your preferences so that we may prepare a budget forecast and return this form to us by ___/___/___ so that your company can receive the maximum allowable discount.

Company Representative's Signature: _____

Please fax to: Client Services at 631-425-7296

Dated: ___/___/___