

# PLAN A INFORMATION FORM L-3

**SGIA '06 - Las Vegas**

Las Vegas Convention Center

Las Vegas, NV

September 26-29, 2006

Event Code: 01721006

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

**Complete this form if you order labor under Plan A**

**Inbound Freight Information**

Carrier	
Number of pieces	
Weight of shipment	
Crated or uncrated?	
Pro number	
Target arrival date	
To warehouse or show site?	

**Set-Up Information for Installation**

Please check all that apply and provide information where requested:

- What is your booth size? \_\_\_\_\_ X \_\_\_\_\_
- Set-up drawings are attached
- Drawings are with exhibit in crate number \_\_\_\_\_
- Forklift is required
- Carpet is (circle one) rented/owned Color: \_\_\_\_\_
- Padding?

**Services You Have Ordered**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical</li> <li><input type="checkbox"/> Furniture</li> <li><input type="checkbox"/> Booth Cleaning</li> <li><input type="checkbox"/> A/V Equipment</li> <li><input type="checkbox"/> Telephone</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical should go under the carpet (diagram is attached)</li> <li><input type="checkbox"/> Electrical drawings are attached</li> <li><input type="checkbox"/> Electrical drawings are with exhibit in crate number _____</li> <li><input type="checkbox"/> Electrical drawings were sent to the official contractor</li> </ul> |
|--|---|

**Outbound Freight Information**

Shipment going collect or prepaid?	
Freight charges bill to address	
City, State and Zip	
Carrier	
Consignee "Deliver to:"	
Address	
City, State and Zip	
Special instructions (air freight, van line, etc.)	

**Show Site Contact Person**

Name	
Phone number(s)	
Contact's hotel	
Arrival date/time & Departure date/time	