



5850 WEST OGDEN AVENUE, CICERO, IL 60804  
Email: [info@LakeshoreExhibits.com](mailto:info@LakeshoreExhibits.com) | Phone: 800.875.8601 | Fax:  
708.656.8615

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## FIELD SERVICE ORDER FORM

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### Show Information

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COMPANY:	EMAIL:
CONTACT NAME:	SHOW NAME:
ADDRESS:	SHOW DATES:
ADDRESS 2:	SHOW CITY:
CITY:	EXHIBIT HALL:
STATE:            ZIP:	BOOTH #:
PHONE:	BOOTH SIZE:

### Inbound Shipping Information

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<i>EXHIBIT</i>		<i>PRODUCT</i>
TARGET DATE:	TIME:	INTO LAKESHORE:
INTO LAKESHORE:		DIRECT TO SHOW:
INTO SHOW WHSE:		WITH EXHIBIT:
DIRECT TO SHOW:		HAND CARRY:
SHIPPED VIA:		SHIPPED VIA:
# OF CRATES:		# OF SKIDS:
# OF SKIDS:		# OF CARTONS:
# OF CARPETS:		# OF CRATES:
# OF PADDING:		# OF MISC. PIECES:
# OF MISC. PIECES:		APPROX. WEIGHT:
APPROX. WEIGHT:		

## Outbound Shipping Information

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*9L<=6#H*

*PRODUCT*

FORWARD TO:

FORWARD TO:

ADDRESS:

ADDRESS:

ADDRESS 2:

ADDRESS 2:

CITY:

CITY:

STATE: ZIP:

STATE: ZIP:

ATTENTION:

ATTENTION:

CARTAGE CO. :

CARTAGE CO. :

CONTACT NAME:

CONTACT NAME:

PHONE NUMBER:

PHONE NUMBER:

## Installation & Dismantling Information

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COMPANY REPRESENTATIVE AT SHOW:

MOBILE NUMBER:

ARRIVAL DATE: TIME:

HOTEL INFO - PHONE: FAX:

MERCHANDISING OF EXHIBIT DATE: TIME:

INSTALLATION DATE: TIME: # OF MEN:

DISMANTLE DATE: TIME: # OF MEN:

SUPERVISED BY:

## Booth Accessories

The following booth accessories may be rented from Lakeshore Exhibit Services, Inc.

ITEM	QTY	SIZE	COLOR/DESCRIPTION	W/EXHIBIT	LAKESHORE RENTAL	SHOW RENTAL
CARPET:						
PADDING:						
VISQUEEN:						
TABLES:						
CHAIRS:						
STOOLS:						
WASTEBASKETS:						
REFRIGERATOR:						
COAT TREE:						
CABINETS:						
PEDESTALS:						
EASELS:						
STANCHIONS:						
STANCHION ROPES:						
BAG STANDS:						
OTHER:						

## Cleaning

SERVICE	DAILY	ONE TIME BEFORE OPEN	OTHER
BOOTH WIPE DOWN:			
BOOTH VACUUMING BY SHOW:			
BOOTH VACUUMING BY LAKESHORE*:			

\*Some exhibit halls such as **McCormick Place** will not allow us to vacuum. Please call us for confirmation at: **800.875.8601**.

## Show Services

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SERVICE	ORDERED BY CLIENT	ORDERED BY LAKESHORE**
LEAD RETRIEVAL:		
FLORAL:		
PHOTOGRAPHY:		
GUARD SERVICE:		
PORTER SERVICE:		
DRAPED TABLES:		
SPECIAL DRAPING:		
SECURITY CAGES:		
WATER COOLERS:		
ELECTRICAL SERVICE:		
ELECTRICAL PLACEMENT:		
TELEPHONE SERVICE:		
TELEPHONE PLACEMENT:		
OTHER UTILITIES:		
UTILITIES PLACEMENT:		
INTERNET SERVICE:		
INTERNET PLACEMENT:		
HANGING SIGN LABOR:		
RIGGING LABOR:		
CATERING:		

*\*\*Any show services ordered and paid for by Lakeshore are subject to a 30% service charge.*

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Please enter the pertinent information on this electronic PDF form, add your electronic signature, save & email to [info@lakeshoreexhibits.com](mailto:info@lakeshoreexhibits.com) **OR** fill it out, print it, physically sign it and fax it to 708.656.8615.

### Authorized Company Representative

FIRST NAME:

LAST NAME:

SIGNATURE:

DATE: