



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

FIELD SERVICE ORDER FORM

Show Information

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

Inbound Shipping Information

| EXHIBIT | | PRODUCT |
|--------------------|-------|--------------------|
| 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

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

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

| 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.*

Please enter the pertinent information on this electronic PDF form, add your electronic signature, save & email to 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: