



## INFORMATION REQUEST FORM

### EVENT DETAILS

<b>Event Name</b>	<b>Hall/Stand No.</b>	<b>Venue &amp; Date</b>
<b>Company Name</b>	<b>Contact</b>	<b>T:</b> <b>E:</b>
<b>Are you intending on shipping anything to the event?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
<b>Invoice Address</b>	<b>Collection Address</b>	<b>Accounts Email:</b>  <b>VAT No.</b>

### SHIPMENT DETAILS

<b>Contact for Collection</b>	<b>Reference for Collection</b>	<b>Date Goods Ready for Collection</b>
<b>Item 1 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)	<b>Item 2 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)	<b>Item 3 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)
<b>Item 4 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)	<b>Item 5 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)	<b>Item 6 Dims</b> (LxWxH in cm) <b>Weight</b> (kg)
<b>Shipment Value &amp; Description</b>	<b>Loading Facilities?</b>	<b>Return at Close of Show</b>

### ON SITE DETAILS

<b>On Site Contact</b>	<b>T:</b> <b>E:</b>	<b>Shipment Return Date</b>
<b>Insurance Required?</b>	<b>Empty Case Storage Required?</b>	<b>Special Instructions</b>

### OFFICE USE ONLY

<b>Booked</b> <input type="checkbox"/>	<b>Arranged</b> <input type="checkbox"/>	<b>Invoiced</b> <input type="checkbox"/>	<b>Paid</b> <input type="checkbox"/>
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Please contact:

Email:

All business is undertaken in accordance with our Terms & Conditions – a copy is available on request. SITE Event Logistics are not responsible for any goods left unattended on stands.