



## INFORMATION REQUEST FORM

### EVENT DETAILS

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

### SHIPMENT DETAILS

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

### ON SITE DETAILS

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

### OFFICE USE ONLY

Booked <input type="checkbox"/>	Arranged <input type="checkbox"/>	Invoiced <input type="checkbox"/>	Paid <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.