

■ EXHIBIT

# Show Info Request

Exhibit Sales, Shipping and Show Services

*Please provide the information requested below as soon as possible.*

Client Name: \_\_\_\_\_

Client Contact: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Name of Show: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Show Website \_\_\_\_\_

Show City: \_\_\_\_\_

Set Up Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Take Down Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Please supply the page(s) from the show manual / kit that specify all the critical dates, times and shipping addresses, or supply any login info to the event organizers or show decorators that would be helpful to us.

The pertinent pages from my Show Kit are:

\_\_\_\_\_ Accessible online Login User: \_\_\_\_\_ Password: \_\_\_\_\_

\_\_\_\_\_ Attached

\_\_\_\_\_ Unavailable at this time, but coming soon

Date: \_\_\_\_\_

Please fill out, save, and email this document to Peter McGuire at [pmcguire@epicolorspace.com](mailto:pmcguire@epicolorspace.com).  
Thanks very much.