

# INSTALLATION & DISMANTLE INFORMATION FORM

## JENDERSEE INC.

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Sleepy Hollow, IL 60118  
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### EXHIBITOR

### SKYLINE DISTRIBUTOR

COMPANY NAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_  
FAX # \_\_\_\_\_  
CELL#/PAGER \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE# \_\_\_\_\_  
FAX # \_\_\_\_\_  
CELL#/PAGER \_\_\_\_\_

\* Jendersee Inc. cannot guarantee a specific setup time. But will make an effort to perform work as close to setup time as possible.

SHOW NAME \_\_\_\_\_  
FACILITY \_\_\_\_\_  
CITY \_\_\_\_\_  
BOOTH # \_\_\_\_\_  
BOOTH DESCRIPTION: \_\_\_\_\_

SETUP DATES \_\_\_\_\_  
SETUP TIMES \_\_\_\_\_  
DISMANTLE DATES \_\_\_\_\_  
DISMANTLE TIMES \_\_\_\_\_

\* PLEASE SEND RENDERING OF DISPLAY, INCLUDING GRAPHIC, LIGHT & SHELF PLACEMENT. ALSO, A COPY OF ELECTRICAL LAYOUT (IF ONE IS NEEDED)

EXHIBITOR AT SETUP? Y / N

IF NO, WHEN WILL EXHIBITOR BE ARRIVING AT SHOW SITE? DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CONTACT AT SHOW \_\_\_\_\_ CELL # \_\_\_\_\_

HOTEL \_\_\_\_\_ HOTEL # \_\_\_\_\_

### INCOMING SHIPMENT TO SHOW INFORMATION

DIRECT/ADVANCE \_\_\_\_\_  
CARRIER \_\_\_\_\_  
# OF PIECES \_\_\_\_\_

DATE TO ARRIVE \_\_\_\_\_  
METHOD \_\_\_\_\_  
TRACKING # \_\_\_\_\_

### OUTBOUND SHIPMENT FROM SHOW INFORMATION

CARRIER \_\_\_\_\_  
PHONE # \_\_\_\_\_  
SHIP TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_

METHOD \_\_\_\_\_  
SHOW NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

\*IN THE EVENT YOUR CARRIER DOES NOT ARRIVE, DO YOU WANT YOUR FREIGHT SENT TO WAREHOUSE OR RE-ROUTED VIA A SIMILAR CARRIER?  
WAREHOUSE \_\_\_\_\_ RE-ROUTE \_\_\_\_\_