



**LABOR ORDER**

DATE \_\_\_\_\_  
 SALESPERSON \_\_\_\_\_  
 TAKEN BY \_\_\_\_\_

NEW ORDER   
 CHANGE   
 ADD. INFO

SHOW # \_\_\_\_\_  
 WORKORDER # \_\_\_\_\_

CONTACT \_\_\_\_\_  
 COMPANY \_\_\_\_\_  
 PHONE # \_\_\_\_\_  
 CELL / PAGER# \_\_\_\_\_  
 FAX # \_\_\_\_\_

EXHIBITOR \_\_\_\_\_  
 SHOW \_\_\_\_\_  
 SHOW DATE \_\_\_\_\_  
 SHOW FACILITY \_\_\_\_\_  
 CITY \_\_\_\_\_

EAC LETTER            YES \_\_\_    NO \_\_\_

BOOTH # \_\_\_\_\_  
 SET UP DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 DISM DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 BOOTH SIZE \_\_\_\_\_ HEIGHT \_\_\_\_\_  
 # OF MEN \_\_\_\_\_ # HRS \_\_\_\_\_  
 SUPERVISION \_\_\_\_\_  
    OTHER \_\_\_\_\_

**INBOUND SHIPPING INFO**  
 SHIP FROM: \_\_\_\_\_  
 CARRIER: \_\_\_\_\_  
 SHIPPED TO:    Direct \_\_\_ Drayage \_\_\_  
 # CRATES \_\_\_\_\_

DRAWINGS                    W/B \_\_\_    ENC \_\_\_  
 SYSTEM    YES \_\_\_\_\_    NO \_\_\_\_\_

**OUTBOUND SHIPPING INFO**  
 SHIP TO: \_\_\_\_\_  
 CARRIER: \_\_\_\_\_

ELECTRIC            Ordered \_\_\_\_\_  
 FURNITURE        Ordered \_\_\_\_\_  
 CLEANING            Ordered \_\_\_\_\_  
 CARPET              Ordered \_\_\_\_\_ Client's \_\_\_ Pad \_\_\_  
    Color \_\_\_\_\_    Size \_\_\_\_\_

TERMS:    Prepaid \_\_\_    Collect \_\_\_  
 INVOICE TO: \_\_\_\_\_  
 (SHIPPING) \_\_\_\_\_

**SPECIAL SERVICES**


P.O. # \_\_\_\_\_  
 INVOICE TO: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 CLIENT #: \_\_\_\_\_

Anaheim • Atlanta • Baltimore • Boston • Canada • Chicago • Dallas • Las Vegas • Los Angeles  
 Miami Nashville • New Jersey New Orleans • New York • Orlando • Philadelphia • San Antonio  
 San Diego • San Francisco • Washington DC