

## **RECAP OF ORDERS**

COMPLETED		ESTIMATED TOTAL
Recap of Orders		
Payment Policy		
Payment Link		
Contractor Use Policy		
Exhibitor Appointed Contractor		
Third Party Payment Link		
Standard Furniture - Includes wood display tables	s, chairs, accessories, special drapery, etc.	
Standard Stock Carpet & Astro Turf		
Designer Plus Carpeting - New first time use carp	eting	
Flooring		
Vacuuming & Porter Service - Includes vacuumin	g & empty wastebasket only	
Hardwall System - Includes inline displays, panels	s, headers, hardwall accessories, etc.	
Labor Order - Includes labor rates, labor policies,	labor estimates, etc.	
Labor Information - Includes key information for	labor	
Material Handling Rates & Order Form - Includes	rates for basic, overtime, special handling,	etc.
Material Handling Shipping Instructions - Include	s shipping to advance warehouse, show sit	e
Material Handling Questionnaire - If shipping fre	ight, you must fill out this form	
Outbound Freight Procedure - Includes outbound	d procedures & shipping instructions	
Forklift		
Terms & Conditions		
	Estimated Total Excluding Tax	
Company Name:	Space	:#:
Phone:	_ Email:	
On-Site Contact:	On-Site Cell:	
Name (print or type):	Signature*: Date:	
*By signing this form you acknowledge, understand and agree to the Conve	ntion Services by Informa Markets US Boat Shows Paymer	nt Policy and Terms & Conditions