

Key Information Page

barton exposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Barton Exposition.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight Shipped to : Warehouse Show Site

Comments: _____

Set-up Plan/Photo: Attached With Exhibit In Crate #: _____

Electrical Drawing: Attached With Exhibit Under Carpet

Carpet: With Exhibit Rental Padding

Equipment /tools/hardware required: _____

Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Address: _____ City: _____ State: _____ Zip: _____

Attention: _____ Phone: _____

Method of Shipment: (list Name & Phone Number)

Common Carrier: _____

Van Line: _____

Air Freight: _____

Next Day 2nd Day Deferred (3 to 5 Days)

Freight Charges: Prepaid Collect

Bill to: _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact: _____ Phone: _____