



Main Office: 8599 - 111 Street, Fort Saskatchewan, AB. T8L 4S1  
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 info@superiorshow.com

**MOVE-IN REQUIREMENTS**  
**Global Petroleum Show**  
**June 9 -11, 2020**

**PLEASE RETURN BY FAX OR EMAIL BY May 1, 2020**

EXHIBITOR	ONSITE CONTACT NAME	BOOTH #(S)
PHONE#	ONSITE CELL#	ONSITE EMAIL
TRANSPORT COMPANY	CUSTOMS BROKER(IF APPLICABLE)	COUNTRY OF ORIGIN
ESTIMATED SETUP TIME REQUIRED (PLEASE INCLUDE EQUIPMENT PLACEMENT AND SETUP IN TIME)		
EXHIBIT WILL BE SETUP BY:		
OFFICIAL SHOW CONTRACTOR	EXHIBITOR STAFF	OTHER:
IF OTHER, PLEASE SPECIFY:		
DISPLAY COMPANY:	CONTACT NAME:	PHONE #:
WILL YOU REQUIRE YOUR NEIGHBOURS SPACE TO MOVE IN YOUR EQUIPMENT?		
YES _____	NO _____	
WILL YOU HAVE A SINGLE PIECE OF FREIGHT OVER 5,000 LBS.?		
YES _____	NO _____	
<b>IF YOU HAVE A SINGLE PIECE OF FREIGHT THAT CANNOT BE MOVED BY A 5,000LB. FORKLIFT, ADDITIONAL MATERIALS HANDLING CHARGES WILL APPLY. PLEASE SEE ONSITE MATERIALS HANDLING FORM FOR MORE INFORMATION.</b>		

YOU WILL BE RECEIVING A SCHEDULED MOVE-IN TIME FOR ALL EQUIPMENT BASED ON THE INFORMATION PROVIDED ON THIS FORM. SHOULD YOU REQUIRE A SPECIFIC DATE AND TIME, PLEASE ADVISE AND WE WILL DO OUR BEST TO ACCOMMODATE YOUR NEEDS.

TO ENSURE AN ORGANIZED MOVE-IN, WHETHER YOU ARE USING THE OFFICIAL TRANSPORT COMPANY OR ANOTHER CARRIER WE WILL REQUIRE A LIST OF ALL GOODS AND EQUIPMENT YOU ARE BRINGING TO THE SHOW. PLEASE COMPLETE THE FOLLOWING PAGE WITH YOUR SHIPMENT DETAILS.

**PLEASE NOTE: IF YOU HAVE A SINGLE PIECE OF FREIGHT OVER 5,000LBS., ADDITIONAL MATERIALS HANDLING CHARGES WILL APPLY. PLEASE SEE THE ONSITE MATERIALS HANDLING FORM FOR MORE INFORMATION.**

PLEASE FAX OR EMAIL THIS FORM **BEFORE** May 1, 2020 TO:

SUPERIOR SHOW SERVICE

FAX: 780-992-0406

EMAIL: INFO@SUPERIORSHOW.COM

IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY FURTHER INFORMATION, PLEASE CONTACT OUR OFFICE AT 780-992-0404 OR TOLL-FREE 888-417-4449.

Serving communities through Superior events

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