



**Design Gallery Outbound
Exhibit Transportation
Form**
 Due **Sept. 2, 2011**

HEALTHCARE FACILITIES SYMPOSIUM & EXPO - DESIGN GALLERY
 September 20 - 21, 2011- Navy Pier - Festival Hall B

COMPANY NAME: _____ DESIGN GALLERY #: _____
 CONTACT NAME: _____ PHONE #: _____
 EMAIL ADDRESS: _____ Cell Phone #: _____

Design Gallery Outbound Exhibit Transportation

Please complete the following items on this form to help us prepare for your participation in HFSE. Your Design Gallery includes setup and outbound shipping from the show, be sure to fill out all sections of the form.

PACKAGING INFORMATION:

Items to be shipped

| Number of Pieces | Est. Weight |
|--|-------------|
| _____ Cartons (cardboard) | _____ |
| _____ Cases/Trunks (fiber) (color _____) | _____ |
| _____ Other (_____) | _____ |
| _____ TOTAL | _____ |

Size of largest piece:
(H) _____ (W) _____ (L) _____

OUTBOUND SHIPPING INFORMATION:

Outbound shipment transportation for your Design Gallery is included. Please fill out the information below so we can arrange for shipment from the show site.

Note: Your Design Gallery will be shipped via Ground Transportation (approximately 5 - 7 days).

Ship To Address:

Att: _____
 COMPANY: _____
 ADDRESS: _____

OR

Hand Carry

Boards must be picked up by 5:00 PM on Wednesday, September 21 but no earlier than 4:00 PM.
 Provide **Name** and **Mobile #** of person Hand Carrying the boards.

OR

I Don't Want The Boards Back

DUE: Sept. 3, 2011
 FAX THIS FORM TO:
 203-371-8894 Att: Melissa
 ANY QUESTIONS?
 PLEASE CALL: 203-371-6322