



**Desert
Display
Services Inc.**

Convention & Exhibitor Services

Desert Display Services
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Service Requirements:	<input type="checkbox"/> Installation & Dismantle <input type="checkbox"/> Other Specify _____					
Submitters Information:	Name _____ Company _____ Address _____ City/State/Zip _____ Email Address _____ Phone / Fax _____ After hours contact number _____			I&D Billing Information:		
				Company _____ Contact Name _____ Contact email _____ PO number (if needed) _____ Address _____ City/State/Zip _____ Phone/Fax _____		
Show Information:	Exhibitor Name _____ Show Name _____ Show Start Date _____ Show End Date _____ Show City _____			Venue _____ Hall _____ Booth Size _____ Booth Number _____		
Exhibitor Information:	Contact Name _____ Phone Number _____ After hours contact number _____					
Display House Information:	Company _____ Contact Name _____ Phone Number _____ After hours contact number _____					
Labor Information: *4hr minimums apply	Day	Date	Start Time	Workers	Est Hours	Additional Needs:
* Installation						Visqueen <input type="checkbox"/> Genie Lift <input type="checkbox"/> Ladders <input type="checkbox"/> Exhibit Height _____
* Dismantle						
DDS Supervised Labor:	*25% Supervision fee applies - based on total labor bill					
Exhibitor or Shop Supervised Labor:						
Exhibitor or Shop Supervisor Contact:	Company		Contact Name		Cell number	
Install						
Dismantle						
Booth Layout to be provided?			Email		*Mail	w/Exhibit
<i>*Please contact us prior to mailing any items, we may need to provide an alternate mailing address.</i>	Blue Prints					
	Drawings					
	Pictures					
Carpet Specifications:	Rental <input type="checkbox"/> Shipped w/exhibit <input type="checkbox"/> Color _____ Pad? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Services Ordered: (Please email or fax a copy of orders to DDS for our job file)	Electrical <input type="checkbox"/> Telephone <input type="checkbox"/> Cleaning <input type="checkbox"/> Computer <input type="checkbox"/> Furniture _____ Floral _____ Audio visual _____ Other _____					

