

1-800-261-8129

Your Complete Turnkey Exhibit Source
On Time • On Target • On Budget



2100 Livingston Street, Oakland, CA 94606
local 916-454-5152, fax 510-534-7550
sales1@xibitsoakland.com

Rental Request Form

Customer Name & Address:

Show Name:
Exhibitor Name:
Booth#:
Show Dates:
Install Date:
Teardown Date:

Customer Contact Info – Name

Phone

Fax

Email

Showsite Contact info – Name

Cell Phone

Email

Show City

Convention Center

Quantity	Kit Name / Item Description	Unit Price	Total Price

Total

Submitting this form is the first step in ordering your rental. After printing and faxing this form to us, please follow up to make sure you receive a confirmation. We will also be asking for the following information from the Exhibitor Manual.

- 1) Show Quick Facts & Shipping Labels. This gives us the delivery and setup information we need.
- 2) Exhibitor Appointed Contractor Form filled out listing Xibits as the EAC and faxed to the show as well as us.
- 3) Copies of Electrical Order Form and Carpet order form if we are not supplying it.
- 4) If an island booth, we need an orientation layout.