

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
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Total

\$0.00

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.