



**CompleteXPO Services**  
*Meeting The Needs of Today's Events!*  
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October 28<sup>th</sup>-29<sup>th</sup>, 2015  
 Pennsylvania  
 Convention Center  
 Philadelphia, Pennsylvania

## Accessible Storage Order Form

Discount Deadline: **October 9, 2015**

# ACCESSIBLE STORAGE ORDER FORM

*CompleteXPO Services will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.*

THE FEE FOR ACCESSIBLE STORAGE IS AS FOLLOWS:

- \$125.00 per 16 square feet per day
- 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Installation and Dismantling Labor Form"

### Please complete the below sections:

- We will require \_\_\_\_\_ square feet of space in Accessible Storage for:
  - # of boxes \_\_\_\_\_
  - # of cases \_\_\_\_\_
  - # of cartons \_\_\_\_\_
  - # of crates \_\_\_\_\_
  - # of skids \_\_\_\_\_
- List type of product: \_\_\_\_\_  
 \_\_\_\_\_
- We will need access to this product:  
 \_\_\_\_\_ times a day at \_\_\_\_\_ a.m. and/or \_\_\_\_\_ times a day at \_\_\_\_\_ p.m.

Qty of Square Feet Required (16 sq ft increments)	# of Days Required	# of Times per Day You Will Need Access	Estimated Amount Due
			\$
<b>TOTAL AMOUNT →</b>			<b>\$</b>

**Payment Policy:** Payment in full of rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the discount deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: