**MOVE-IN REQUIREMENTS**  
Global Petroleum Show  
June 9-11, 2020  

**PLEASE RETURN BY FAX OR EMAIL BY May 1, 2020**

<table>
<thead>
<tr>
<th>EXHIBITOR</th>
<th>ONSITE CONTACT NAME</th>
<th>BOOTH #(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE#</td>
<td>ONSITE CELL#</td>
<td>ONSITE EMAIL</td>
</tr>
<tr>
<td>TRANSPORT COMPANY</td>
<td>CUSTOMS BROKER(IF APPLICABLE)</td>
<td>COUNTRY OF ORIGIN</td>
</tr>
</tbody>
</table>

**ESTIMATED SETUP TIME REQUIRED (PLEASE INCLUDE EQUIPMENT PLACEMENT AND SETUP IN TIME)**

**EXHIBIT WILL BE SETUP BY:**
- OFFICIAL SHOW CONTRACTOR
- EXHIBITOR STAFF
- OTHER:

**IF OTHER, PLEASE SPECIFY:**
- DISPLAY COMPANY:
- CONTACT NAME:
- PHONE #:

**WILL YOU REQUIRE YOUR NEIGHBOURS SPACE TO MOVE IN YOUR EQUIPMENT?**
- YES
- NO

**WILL YOU HAVE A SINGLE PIECE OF FREIGHT OVER 5,000 LBS.?**
- YES
- NO

**IF YOU HAVE A SINGLE PIECE OF FREIGHT THAT CANNOT BE MOVED BY A 5,000LB. FORKLIFT, ADDITIONAL MATERIALS HANDLING CHARGES WILL APPLY. PLEASE SEE ONSITE MATERIALS HANDLING FORM FOR MORE INFORMATION.**

YOU WILL BE RECEIVING A SCHEDULED MOVE-IN TIME FOR ALL EQUIPMENT BASED ON THE INFORMATION PROVIDED ON THIS FORM. SHOULD YOU REQUIRE A SPECIFIC DATE AND TIME, PLEASE ADVISE AND WE WILL DO OUR BEST TO ACCOMMODATE YOUR NEEDS.

TO ENSURE AN ORGANIZED MOVE-IN, WHETHER YOU ARE USING THE OFFICIAL TRANSPORT COMPANY OR ANOTHER CARRIER WE WILL REQUIRE A LIST OF ALL GOODS AND EQUIPMENT YOU ARE BRINGING TO THE SHOW. PLEASE COMPLETE THE FOLLOWING PAGE WITH YOUR SHIPMENT DETAILS.

**PLEASE NOTE: IF YOU HAVE A SINGLE PIECE OF FREIGHT OVER 5,000LBS., ADDITIONAL MATERIALS HANDLING CHARGES WILL APPLY. PLEASE SEE THE ONSITE MATERIALS HANDLING FORM FOR MORE INFORMATION.**

**PLEASE FAX OR EMAIL THIS FORM BEFORE May 1, 2020 TO:**
- SUPERIOR SHOW SERVICE
  - FAX: 780-992-0406
  - EMAIL: INFO@SUPERIORSHOW.COM

IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY FURTHER INFORMATION, PLEASE CONTACT OUR OFFICE AT 780-992-0404 OR TOLL-FREE 888-417-4449.