

Rep Info - Event # _____ Event Date _____ Sales Rep _____

Event Information Sheet

This information is very important in producing your event!

Please fill out this sheet and email or fax it back with your signed contract. Fax 626-305-6659

LOADING DOCK? Yes No **LOADING DOCK HEIGHT?** _____ **Is there a Ramp?** Yes No

DOORWAY/GATE/PATHWAY SIZE? Height _____ Width _____

ELEVATOR? Yes No Depth _____ Height _____ Width _____ **Door:** Height _____ Width _____

STAIRS or STEPS? Yes No **If yes, please call your sales rep!**
Entry Step included *****Equipment cannot be carried up stairs*****

It is the Clients responsibility to ensure the equipment ordered can fit along the complete Load In pathway
Please consider doors, steps, turns and any other obstructions

Event Location: _____ **Set Up In:** Parking lot, ballroom, etc. _____

On Site Contact Name: _____ **On Site Phone:** _____

DELIVERY PATHWAY: What is the pathway surface or obstacles? Gravel, Grass, Dirt, Asphalt etc.
Load in Path? Through driveway, parking lot, beach, Front Doors, Loading Dock etc.
PLEASE BE DETAILED with Delivery Notes or Directions for our Trucks:

IMPORTANT QUESTION: **Is power provided on site?** Yes No **Distance to event site?** _____

Is a generator needed from us? Yes No **If yes, please call your sales rep!**
We will not bring a GENERATOR unless it is listed on the contract.

We highly recommend a site layout map. If one exists PLEASE SEND US A COPY!

EVENT SET UP SURFACE? Grass, Sand, Dirt, Asphalt, Carpet, Tile, etc. _____
If on Grass, may we drive on it? Yes No **If no, how far must equipment be moved?** _____
If the event is on grass, may we use stakes on it? Yes No

PARKING INSTRUCTIONS FOR OUR DELIVERY TRUCKS: