Exports / U.S. Trade Shows Order Form

LIVINGSTON Event Logistics

We wish to use Livingston Event Logistics' services for: (please check one)

☐ Customs Clearance and Transportation ☐ Customs Clearance Only
(Shipment Order Form Required)

Section 1 Exhibitor Information

Exhibitor / Company Name:			
Address:			
City:	Province:		Postal Code:
Importer / Business #:			Company Contact:
Regular Livingston Client:	☐ Yes	☐ No	Account #:

Section 2 Show Information

Name of Event:			Event Dates:
Facility Name:			Tel:
Address:			
City:	State:		Zip:
Show Decorator:			Tel:
IRS #:			

Section 3 Shipping Information

Carrier Name:	Contact Name:	Tel:		
Shipping Date:	# Pieces:	Weight:	☐ lbs	☐ kgs
Expected Date of Return:				

Section 4 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name:	Title:
Card Account Number:	Expiry Date:

Cardholder's Signature: _____

☒ I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are; bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

Section 5 Invoicing/Statement Information

Company Name:		
Address:		
City:	Province/State:	Postal/Zip:
Name:	Tel:	Fax:
This document was completed by *(Please print full name)*:		
Title:		Date: