

How does it work?

- > FILL IN ALL THE DETAILS ABOUT THE EVENT/SHOW
- > SELECT THE CORRECT CATEGORY/CATEGORIES
- > SEND THE OVERVIEW TO LEON@GRAFIMEDIA-AMSTERDAM.NL
- > ONCE YOUR ORDER HAS BEEN SENT, ~~DIANA BRASCH~~ WILL RECEIVE A NEW OVERVIEW AND EVERYTHING WILL BE UPDATED ONLINE TOO

GO TO:



SHIPMENT ORDER



DATE ORDER

Add date that shipment request was sent

Shipping date

Delivery date

DELIVERY DETAILS

Show Name

Company Name

Company Address

Contact Person (Who placed the order)

Contact Person Email address

Contact Person Phone number

On-site Contact person

On-site Contact Person Email address

On-site Contact Person Phone number

BOOTH INFORMATION

Booth number

Dimensions of booth

Contact Person (Who placed the order)

Contact Person Email address

Contact Person Phone number

On-site Contact person

On-site Contact Person Email address

On-site Contact Person Phone Number

Show Dates

Show links

Exhibitor Manual Link

Exhibitor Manual login: User name

Exhibitor Manual login: Password

Show Services Contact

Show Services Email

Show Services Phone Number

Advanced warehouse dates

SHIPMENT ORDER



SHOW INFORMATION

Material handling paperwork provided
In-bound Shipping label

Set up / move in date
Tear down / move out date

SHIPMENT INFORMATION

Box Sizes
Box Weight

Value of shipment
Extra insurance for damage or loss?

Shipping service Standard
 Express Saver
 Express
 Express PLUS

Product description
Number of items
Value of items

Return shipment

YES

NO

BILLING

Category to bill
PO number / reference
Cost for order


GMA EXTRA SERVICE

COMPLETE
Transport, unpacking and setting up the stand

COMPLETE
Dismantle stand, pack and transport back
New stand design

ORDER

CATEGORY: MERCHANDISE



QUANTITY

STOCK: 913


PEN (FR3)
ITEM: GC_1000



QUANTITY

STOCK: 42

PEN
ITEM: GC_1001



QUANTITY

STOCK: 954

PEN (FR3)
ITEM: GC_1002



QUANTITY

STOCK: 1647

PEN
ITEM: GC_1003



QUANTITY

STOCK: 25

PEN (FR3)
ITEM: GC_1004



QUANTITY

STOCK: 376

PEN
ITEM: GC_1005



QUANTITY

STOCK: 0


PEN (FR3)
ITEM: GC_1006



QUANTITY

STOCK: 203

MEMO PADS
ITEM: GC_1008




QUANTITY

STOCK: 390

BOTTLE (FR3)
ITEM: GC_1009

ORDER

CATEGORY: MERCHANDISE



QUANTITY

STOCK: 52


BOTTLE
ITEM: GC_1010



QUANTITY

STOCK: 5

MUG
ITEM: GC_1011



QUANTITY

STOCK: 1


LJX MODEL
ITEM: GC_1012



QUANTITY

STOCK: 591

(FR3) NOTEBOOK
ITEM: GC_3036



QUANTITY

STOCK: 456

NOTEBOOK
ITEM: GC_3037



QUANTITY

STOCK: 221

BROCHURE
ITEM: GC_3038



QUANTITY

STOCK: 41

FLYER
ITEM: GC_3039



QUANTITY

STOCK: 245

PAIR OF SOCKS
ITEM: GC_4001



QUANTITY

STOCK: 168

PAIR OF SOCKS (FR3)
ITEM: GC_4002

ORDER

CATEGORY: ELECTRONICS




QUANTITY


STOCK: 2

IPAD
ITEM: GC_5001

ORDER

CATEGORY: NAME TAGS



Felipe Lopes 

QUANTITY

STOCK: 1

NAME TAG
ITEM: GC_2001



Victor Mas 

QUANTITY

STOCK: 1

NAME TAG
ITEM: GC_2002





Andrea Giannini 

QUANTITY

STOCK: 1

NAME TAG
ITEM: GC_2003





Soner Cansev 

QUANTITY

STOCK: 1

NAME TAG
ITEM: GC_2004



Joe Milner 

QUANTITY

STOCK: 1

NAME TAG
ITEM: GC_2005

ORDER



CATEGORY: TRADE FAIR MATERIAL



QUANTITY

STOCK: 1

ROLL-UP BANNER

ITEM: GC_6002

SIZE: 85X200CM



QUANTITY

STOCK: 1

ROLL-UP BANNER

ITEM: GC_6004

SIZE: 85X200CM



QUANTITY

STOCK: 1

ROLL-UP BANNER

ITEM: GC_6005

SIZE: 85X200CM



QUANTITY

STOCK: 1

ROLL-UP BANNER

ITEM: GC_6006

SIZE: 100X200CM



QUANTITY

STOCK: 2

DISPLAY

ITEM: GC_6008

SIZE: 315X230CM



QUANTITY

STOCK: 1

DISPLAY

ITEM: GC_6016

SIZE: 290X225CM

ORDER

CATEGORY: TRADE FAIR MATERIAL



QUANTITY

STOCK: 2

TABLECLOTH

ITEM: GC_6009

SIZE: 385X170CM



QUANTITY

STOCK: 4

TABLECLOTH

ITEM: GC_6010

SIZE: 335X240CM



QUANTITY

STOCK: 1

TABLECLOTH

ITEM: GC_6011

SIZE: 370X200CM

ORDER

CATEGORY: SAMPLES



STOCK: 0

OILS

ITEM: GC_8002



STOCK: 1

MINERAL OILS

ITEM: GC_8005