



WINTER 2019 INVENTORY SHEET

Please complete this form and include it with your shipment.

Shipments should be targeted to arrive by January 18, 2019.

Please remember to use recycled/recyclable packaging when shipping your product.

Exhibitor Company Name: _____

Address (no PO Boxes): _____

City: _____

State: _____ Zip Code: _____

Contact: _____

Telephone: _____ Fax: _____

E-Mail: _____

Booth #: _____

Brief Item Description (*as an example, "one blue scarf"*):

Wholesale Cost: _____

Please select one:

_____ I authorize Emerald Expositions to donate my product to a local NYC-based charity.

_____ I will pick-up my product at the sustainability display site on Wednesday, February 6 by 4:00pm. *Please note: All products not claimed by 4:00pm on that day, will automatically be donated to a local NYC-based charity.*

By participating in the display, you agree to the following:

Emerald Expositions cannot be responsible for loss or damage. Although the display will be staffed continually, products can get broken and items are vulnerable to pilferage in this high traffic, public space venue. You agree to hold Emerald Expositions harmless from any loss or damage that may occur to your samples. Photo submissions are for review for display purposes only and will not be duplicated without exhibitor permission. Emerald Expositions has the right to edit or arrange samples within the display.