



# 2019 Early/Late Move-In or Move-Out Request Form

Exhibitors needing to install or dismantle their booth, before or after the regular move-in and move-out hours, must receive approval from Show Management. Please complete and return this form by **September 4, 2019**.

### Regular Move-In and Move-Out Schedule:

<b>Move-In:</b>	Tuesday, November 5:	8:00 am - 5:00 pm
	Wednesday, November 6:	8:00 am - 5:00 pm
<b>Move-Out:</b>	Friday, November 8:	*4:00 pm - 9:00 pm
	Saturday, November 9:	8:00 am - 3:00 pm

*\*Any Exhibitor who begins dismantling their booth or moving materials out of the exhibit hall before the close of the show at 4:00 pm on November 8, 2019 will be assessed a \$500.00 fine.*

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting As: \_\_\_\_\_ Booth Size/Dimension: \_\_\_\_\_

Show Contact: \_\_\_\_\_

Show Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

On-Site Contact Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Exhibitors, EACs and booth personnel must have a show badge or a wristband from security to access the exhibit hall.

Show Management will notify security of exhibitors who will be arriving early or staying late and may need a wristband.

### Please check your request:

Move-In:	Tuesday, November 5	_____ Arriving Early	_____ Staying Late
	Wednesday, November 6	_____ Arriving Early	_____ Staying Late
Move-Out:	Friday, November 8	_____ Staying Late (after 9:00 pm)	

Reason for exception: \_\_\_\_\_

Estimate # of people: \_\_\_\_\_

**Form Deadline:** September 4, 2019

**E-mail Form to:** Jordan King, Operations Manager ~ [Jordan.King@informa.com](mailto:Jordan.King@informa.com)