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:

Move-In:  
- Tuesday, November 5:   8:00 am - 5:00 pm  
- Wednesday, November 6: 8:00 am - 5:00 pm

Move-Out:  
- 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