



COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

EARLY MOVE-IN REQUEST

Target move-in January 17, 2022 1:00pm – 5:00pm

DEADLINE TO SUBMIT: DECEMBER 27, 2021

- Exhibitors requesting an early move-in date and time must complete and return this form to Matt Lawson – matt.lawson@emeraldtx.com.
- All Early Move-In Requests must be authorized by show management.
- You must submit your electrical order form, a floor plan showing all drop locations, measurements, and booth orientation to The Expo Group by the December 27, 2021 deadline to ensure early move-in status (once approved). If both electrical form and electrical layout form are not received by the deadline date, possible delays may occur.

Estimated Weight of Materials

Will you be using a POV to deliver your early move-in freight? ____ Yes ____ No