



Commercial Exhibits Program
2018 Early Move-In Request

Please check the Exhibitor Handbook 2018 for your assigned move-in date. If you would like to request an early move-in, you may do so by completing this form and submitting it by the January 26, 2018, deadline. We will carefully evaluate your request in regards to its impact on the overall setup of the Show as well as your neighboring vendors.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Spaces: \_\_\_\_\_

Move-In Date per Exhibitor Handbook: \_\_\_\_\_

Early Move In Request: \_\_\_\_\_

Multiple horizontal lines for providing details on the early move-in request.

Please specify the date you are requesting and give the reason for request. The request is due by January 26, 2018, and should be sent by mail, email or FAX to:

Maria Apreza, Coordinator, Exhibits and Events
Houston Livestock Show and Rodeo
P.O. Box 20070
Houston, TX 77225-0070
apreza@rodeohouston.com 832.667.1064 (FAX)

Requests received after the due date will not be considered. Exhibitors will be notified by February 2, 2018, whether or not the early move-in request has been approved. All decisions will be noted in your online exhibitor account checklist.

Early Move In is: Approved (circle) for \_\_\_\_\_ (date) Rejected (circle)

Maria Apreza, Coordinator, Exhibits and Events Date

Amanda Schlatre, Manager, Commercial Exhibits Date