**Commercial Exhibits Program**
**2019 Early Move-In Request**

Please check the Exhibitor Handbook 2019 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 25, 2019**, 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: _____

**Please specify the date you are requesting and give the reason for request. The request is due by January 25, 2019, 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 1, 2019, 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** ◯ for _____ **(date)** **Rejected** ◯

_____
Maria Apreza, Coordinator, Exhibits and Events Date

_____
Amanda Schlatre, Manager, Commercial Exhibits Date