Commercial Exhibits Program
2023 Early Move-In Request

Please check the Exhibitor Handbook 2023 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 15, 2023**, 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 15, 2023, and should be sent by mail or email to:

Amanda Cornell
Coordinator, Exhibits and Events
Houston Livestock Show and Rodeo
3 NRG Park
Houston, TX 77054
cornell@rodeohouston.com

Requests received after the due date will not be considered. Exhibitors will be notified by February 1, 2023, whether 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 _____ **Rejected** ◯
(date)/(time)

_____
Coordinator, Exhibits and Events Date

_____
Senior Manager, Exhibits and Events Date