



# PERMANENT TENANT MOVE FORM

**DEADLINE: MAY 6, 2011**

If you are a Tenant of the Merchandise Mart and your exhibit material is coming from your permanent showroom to your Temporary Market Suite, please complete and return this form to us **no later than May 6, 2011**. MMPI staff must complete all moves. Tenants will not be able to check out carts or dollies from the dock. Actual date and time of the tenant moves will be determined by Show Management and cannot be guaranteed. An MMPI staff member will contact you about the actual time your material will be moved to your booth number. In order to ensure proper handling of your material, a company representative must be present in your showroom at the time of move. MMPI and its staff are not responsible for any loss or damage during the move. If you have any questions, contact Maribel Rodriguez at 312/527-7078.

**PLEASE FAX THIS FORM BY MAY 6, 2011 to 312-527-7998.**

**Permanent Showroom #** \_\_\_\_\_ **Move Date:** \_\_\_\_\_

**Booth Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Ordered by:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

Please specify your needs. Include complete description of material that will be moved (Attach detailed page if necessary). All material must be packed and ready to be moved. **A service charge will be assessed if material is not packed and ready to move when MMPI staff arrives.**

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Mail or Fax this form to: NeoCon® World's Trade Fair 2011, Attn: Maribel Rodriguez  
222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, 312.527.7078, FAX: 312.527.7998  
[www.exhibitorinfo.com/operationshelp](http://www.exhibitorinfo.com/operationshelp)

