



# PERMANENT TENANT MOVE FORM

**DEADLINE: JULY 16, 2010**

If you are a Tenant of the Merchandise Mart or Apparel Center and your exhibit material is coming from your showroom to your Temporary Market Suite, please complete and return this form to us **no later than JULY 16, 2010**. MMPI staff must complete all moves. Deliveries will be billed at hourly materials handling rates. Tenants will not be able to check out carts or dollies from the dock. Actual time of 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 market suite. In order to ensure proper handling of your material, a company representative must be present in your showroom at the time of the move. If you have any questions, contact Walter Young at (312) 527-7988

**PLEASE FAX THIS FORM BY JULY 16, 2010 to 312/379-6030.**

**Reminder:** Apparel Center tenants may access the pedestrian bridge to the Merchandise Mart between 8 and 9 a.m. on August 8 and 9. Exhibitors may hand-carry small items. Rolling garment racks are permitted for the moving of hanging garments only during the previously stated times. MMPI staff must move all other material. Handcarts, flatbeds, or dollies will **not** be permitted.

**PERMANENT SHOWROOM #** \_\_\_\_\_ **Move Date:** **Friday, August 6**

**MARKET SUITE #:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**Please specify your needs. Include complete description of material that will be moved.**

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Mail or Fax this form to: Chicago Collective August 2010, Attn: Walter Young, 222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, (312) 527-7988, FAX: (312) 379-6030  
[www.exhibitorinfo.com](http://www.exhibitorinfo.com)

