



## PERMANENT TENANT MOVE FORM

**DEADLINE: January 6, 2012**

If you are a Tenant of the Merchandise Mart or 350 Orleans 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 January 6, 2012**. Please note that MMPI staff must complete all moves, and that carts or dollies will not be available for Tenant check out from the dock. In order to ensure proper handling of your material, MMPI staff requires that a company representative be present in your showroom at the time of move. **Tenant Moves will be scheduled in the order in which Show Management receives the forms. Approximately 25 moves will be scheduled daily. Please keep in mind that we cannot guarantee your move to be completed in the morning or afternoon as requested.** Merchandise Mart Properties, Inc. and its staff are not responsible for any loss or damage during the move. If you have any questions, contact Maribel Rodriguez with Trade Show Operations at 312/527-7078.

**PLEASE FAX THIS FORM BY JANUARY 6 TO 312/527-7998.**

**Note: Exhibitor will be subject to a charge for forms received after January 6 based on the Hourly Material Handling Rate per man of \$42.00/hr.**

**Reminder: Booth set-up will begin on Wednesday, January 25 for Tenants Only.** 350 Orleans tenants may access the pedestrian bridge to the Merchandise Mart between 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m. on January 26, and January 27, 2012. 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: (Check One)**  1/25  1/26  1/27

**BOOTH NUMBER: 7** \_\_\_\_\_ **(Check One)**  Morning  Afternoon

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

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

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

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: **STYLEMAX™ January 2012, Attn: Maribel Rodriguez, 222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, (312) 527-7078, FAX: (312) 527-7998**