

BULK SPACE MOVE-IN FORM



***MANDATORY* for all exhibitors who have over 400 square feet of booth space**

In order to make move-in as smooth and efficient as possible for everyone, we are asking all exhibitors **who have over 400 square feet of booth space** to complete this form. This ensures that Fern Exposition and Event Services will have sufficient laborers and equipment on hand to ensure that bulk space move-in goes smoothly.

Return to TCIA by October 12, 2018

Company Name: _____ Booth # _____ Booth Size: _____

Contact: _____ Telephone: _____

Driver name and cell phone number (if known):

The following pieces of equipment will be transported directly to the trade show floor on the pre-assigned day of move-in. Please be sure to indicate if the equipment is track driven; use an additional sheet if necessary.

Qty.	Description of Equipment/Exhibit Material	Total Width of Equip	Weight of Equip over 100" wide	Track Driven Y/N

Return to TCIA by October 12, 2018 to:
 Mai Chen, Email: mchen@tcia.org Fax: (603) 314-5386