

Move-in Questionnaire

Deadline to submit: December



Company Name: _____ Booth Number: _____

Person Responsible for the Booth: _____ Phone: _____

Type of Construction:

- Black drapes provided by Show
- Made of Drywalls (Mandatory for booths on Main Aisle)
- Built by Show's Official Decorator (Freeman)

Other (Specify) _____

❖ *Approval is required for any booth with walls higher than 8 feet.*

1. Is your booth made of flammable material such as Styrofoam or Coroplast? (aside from any signage in the booth) Yes No

2. Do you intend to suspend banners from the ceiling of the building?
(If yes, don't forget to order this service with Freeman Electrical Services) Yes No

For all hanging above 12 feet please note that a \$500.00+tx extra fee applies(hanging fees included)

3. Does your booth contain motorized equipment or equipment that uses gas or propane? (If yes, note that a fire extinguisher is mandatory in your booth and that your propane tank cannot exceed 5lbs) Yes No

4. Do you require a motorized forklift to unload?

If yes, please specify the duration needed: _____

a) If yes, do you have any special needs for unloading?

Example: 10 ft crates may require fork extensions or chains for unloading.

b) If yes please specify your needs: _____

5. What size vehicle will be used for deliveries? _____ Quantity: _____

6. How long is the setup of your booth? _____

7. Please circle what is your preferred day for move-in and inscribe the time (delivery of main part of booth construction requiring the most work):

Tuesday January 17th

Wednesday January 18th

Time: _____

You will be assigned a 20min period for your truck to unload at loading docks. Please contact us if additional time is required!

Please fax this form back by December 16th by fax 514-527-8449 or email

sgirard@expomediainc.com