



# Move - In Details



Move - In Detail must be completed and returned by August 7, 2017. Please fax to 602.445.6936, or scan and email to [suzanne@kktevents.com](mailto:suzanne@kktevents.com).

Company/Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Approximate Move - In Day/Time: \_\_\_\_\_  
(Show Management will contact you if an appointment is required for move - in.)

Will your vehicle remain in the building at your booth throughout the event? Yes No

Will your trailer remain in the building at your booth throughout the event? Yes No

Will you need a permit for a space in the trailer drop lot? Yes No

Number of Wristbands Needed: \_\_\_\_\_  
(Charges will apply if over booth limit, see Exhibitor Agreement for details.)

### Please plan for the following:

- **NEW!! There will be no drive - in access at the Gaylord Texan. The only exception is if a trailer needs to be set in the booth for display purposes. A Move - In Appointment must be scheduled with show management if your trailer is remaining in the building. All other exhibitors must unload on the docks.**
- **NO CARTS WILL BE AVAILABLE FOR EXHIBITOR USE.** If cart labor is required, please see the Freeman Service Kit. Fees do apply. You are welcome to bring your own non - motorized hand cart, and load/unload into the facility at your own discretion.
- Each company is contracting **ONLY** to offer products/services listed on the Order Form page of the Exhibitor Agreement.
- All Install Companies must abide by the Installation Guidelines (documentation included in the Service Kit).
- Late Stay options are available starting Tuesday, August 29. Exhibitor must sign in at the Exhibitor Service Desk for Late Stay access. No re - entry will be permitted. **Any bikes in the building after hours must remain in the building until opening of show the following day.**

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Questions? Contact Suzanne Montee at 602.445.6930 or [suzanne@kktevents.com](mailto:suzanne@kktevents.com).