



**MANDATORY**

**MOVE - IN TIME REQUEST FORM**

**MOVE IN TIMES ARE ALLOCATED BASED ON YOUR ARRIVAL TIME AT THE LOADING DOCK.**

**YOU MUST ARRIVE AT THE EXACT TIME YOU REQUEST.**

**YOU WILL BE REQUIRED TO UNLOAD AND REMOVE YOUR VEHICLE WITHIN ONE HALF HOUR OF ARRIVAL.**

**MOVE-IN SCHEDULE**

Wednesday, November 17    12 pm - 10 pm  
Thursday, November 18    7 am - 4 pm

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Move-In Day: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Please indicate if you require forklift services?    Yes                  No

**Move-in times will be scheduled in 30-minute intervals.  
Please book your slot on the hour or on the half hour**

**Booking times will be allocated upon receipt of this form  
You will be contacted if your requested time is not available.**

**Please return by Nov. 5  
Fax: 1-905-634-7661**