



Advanced Exhibitor Move-In Request

Complete and return to WCLC2018-Exhibits@icsevents.com
no later than **July 20, 2018**

Applicant Information	
Exhibiting Company:	
Contact Person:	
Telephone:	
Email:	

Requested Move-In time		
<p>Large builds – in excess of 1550 sq ft (Foot print of 16 booths or more) may be granted access to the exhibit hall starting Friday, September 21 at 13:00 upon approval by ICS.</p> <p>Big builds – 581 sq ft to 1550 sq ft (Foot print of 6 to 16 booths) may be granted access to the exhibit hall starting Saturday, September 22 at 08:00 upon approval by ICS.</p>		
Advanced Exhibitor Move-in Request	Date:	Time:
Applicant Signature:		

Approved Advanced Exhibitor Move-in	Date:	Time:
Approved by ICS or General Services Contractor	Date:	Signature:

Do not forget to mention approved advanced move-in time when ordering additional furniture, carpet, electricity, internet connection, labor, shipping or any other services. Also, do not forget to double check assigned loading deck hours.

Approved Exhibitor Move-In Times will be emailed to Contact Person above at least one week prior to the conference.