



DESIGNS FOR LIVING  
**HOME & GARDEN SHOW**

**MOVE-IN SCHEDULE**

**MANDATORY**

In order for move-in to run smoothly, Show Management will develop a move-in schedule. Please complete this form to confirm your move-in requirements. Booking times will be allocated upon receipt of this form. You will be contacted if your requested time is not available.

***\*You must arrive at the exact time you request. Move-in times will be scheduled at 20 minute intervals (:00, :20, :40)***

You must have everything unloaded from your vehicle and your vehicle removed from the loading dock within your 20 minute move-in period. Please schedule more than 20 minutes if you will require a longer move-in to avoid delaying other exhibitor move-ins.

***\*Exhibitors not requiring the use of the loading docks are not required to schedule a move-in time. Please check the "walk-in" box below to confirm.***

Booth Number : \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

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

- Walk – In: (NOTE: Small, hand carry boxes only; NO dollies! You will not be allowed to enter the loading dock.)
- Forklift Required: (NOTE: available only Wednesday March 10)

**Move-In Schedule:**

Wednesday, March 10	12pm – 11pm
Thursday, March 11	8am – 11pm
Friday, March 12	7am – 8:30am

**MOVE-OUT SCHEDULE:**

Sunday, March 14	6 pm – 11pm
------------------	-------------

**Please return by February 26, 2010 to Kate Dobrucki via  
Fax: 905-634-7661 or Email: [kdobrucki@townmedia.ca](mailto:kdobrucki@townmedia.ca)**