



CANADIAN NATIONAL EXHIBITION  
AUG 21 TO SEPT 7 | 2015  
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# Move In Questionnaire

DEC

PLEASE TAKE A MOMENT TO FILL OUT THE INFORMATION BELOW.  
THIS WILL HELP US BETTER ACCOMMODATE YOU DURING THE MOVE IN PERIOD.

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

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

Person Responsible for Set Up: \_\_\_\_\_

Mobile(s): \_\_\_\_\_

Land Line: \_\_\_\_\_

1. What move in date would you like to request?

Monday, August 17<sup>th</sup> AM ☐ PM ☐ Tuesday, August 19<sup>th</sup> AM ☐ PM ☐

Wednesday, August 18<sup>th</sup> AM ☐ PM ☐ \*Thursday, August 20<sup>th</sup> AM ☐ PM ☐

*\*No vehicles permitted in buildings on Thursday, August 20<sup>th</sup>, 2015*

*Please note best efforts will be made to accommodate your move in request but we cannot guarantee the exact date and/or time.*

2. What is your type of Booth Construction:

Built by Show's Official Decorator GES

YES ☐ NO ☐

3. How long is the setup of your booth? \_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR SET UP.

4. What size vehicle will be used for delivery: \_\_\_\_\_ Quantity: \_\_\_\_\_

Is your vehicle/trailer part of your booth display? YES ☐ NO ☐

5. Have you read your EXHIBITOR HANDBOOK? YES ☐ NO ☐

<http://theex.com/footer/vendor-info/indoor-exhibitors/indoor-exhibitors/shopping-pavilions-information-kit>

6. Have you sent in your mandatory Health & Safety Acknowledgement Form? YES ☐ NO ☐

7. Have you sent in your mandatory Certificate of Insurance? YES ☐ NO ☐

*Please note: All exhibitors must have a proof of insurance prior to move in, without it – you will not be able to setup.*

Please return your completed form by June 20<sup>th</sup>, 2015. Fax 416.263.3863 or email [bholden@theex.com](mailto:bholden@theex.com)

Questions: Please call Brenda Holden at 416.263.3848.

Your move in schedule will be mailed at the end of June/beginning of July. If we do not receive a completed questionnaire, a move in day and time will be assigned with no changes/exceptions.

It is your responsibility to confirm your assigned move in date(s) and time(s).