

# Early Move-In Request Form

**Deadline September 15, 20232**

Summit to

Carla M. Borg  
Exhibits Manager  
Greater New York Dental Meeting  
200 W 41<sup>st</sup> Street – Suite 1101  
New York, NY 10036  
212-398-6922/212-398-6934  
[Carla@gnydm.com](mailto:Carla@gnydm.com)



## SET-UP HOURS:

Begin: Friday, November 25, 10:00 A.M.

End: Saturday, November 26, 5:00 P.M.

All exhibits are required to be set by Saturday, November 26 at 5:00 P.M.  
Exhibitors requesting a move-in before the scheduled times above must complete this form and booth layout.

For early Move in:

We recommend that all freight go to the Freeman Advance Warehouse and all freight will be delivered to booth by noon on Wednesday. Yes, you can order to have your electrical laid on Wednesday and suggest you get your order in and give the electricians the range you request. Their hours start at 7:30 AM and end at 3:30 PM for straight time.

You would place your order with Freeman to have your carpet/ flooring installed. You can use your own or order from them. Please note EAC cannot work on your booth prior to Thanksgiving, however they can supervise electrical installation and carpet install. Because of the volume of freight that Freeman needs to bring in, the electrical, hanging signs and other elements, this **Wednesday is not a set-up day.**

If you have any questions, let me know.

## COMPANY INFORMATION

Company \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Contact E-mail \_\_\_\_\_

Contact Phone \_\_\_\_\_