

**Exhibitor booth change request:**

Looking to move booths? If there is a booth you would prefer to move to – **STARTING Tuesday, May 22<sup>nd</sup> at 9:00 AM** we will allow you to move to that booth if it is open. We will be meeting these requests on a first come first serve basis. Any requests to move made prior to 9:00 AM, Tuesday, May 22<sup>nd</sup> **will not** be taken into account.

If you would still like to secure your space (in case the booth you want to move to doesn't become available) please follow the instructions that will be sent to your e-mail address on Monday, April 9<sup>th</sup>.

If the booth you requested is available we will make the adjustments and will transfer the previous payment you made to this new booth. **PLEASE NOTE:** If the booth you are requesting to move to is higher in price, you will be required to make a payment via credit card to meet the 50% deposit minimum.

*For example:*

If put down a deposit for a 8 x 10 (\$975) but are looking to move to a 10 x 10 (\$1,125), you will need to put down an additional \$75 to secure the space.

**No checks will be accepted.**