Embroidery Mart

July 24-25, 2009
Nashville Convention Center, Nashville, TN

National Network of Embroidery Professionals

MOVE IN & MOVE OUT SCHEDULING

There are other events immediately before and immediately after the Embroidery Mart at the Nashville Convention Center in Nashville, TN. Because of the tight turn on the facilities, and the logistics challenges that this presents, please **complete and return this form by July 10th.** This information will enable us to make your move in and move out as efficient as possible! THANKS!

Your Company Name_____

- When will you be arriving at the NCC to set up your exhibit space?
  Circle one: Wed. between 1PM – 6 PM Thurs. between 9 AM – 12N
  Thurs. between 12N – 6 PM

  FYI – only exhibitors (and freight) that indicate Wednesday arrival will be allowed to access the docks or enter the exhibit hall on Wednesday. This includes freight trucks! ALL others will be directed to return on Thursday.

- If you are shipping directly to NCC, what is the scheduled arrival date and time for your freight? **Circle one:** Wednesday Thursday
  Scheduled Time:_____

  FYI – Freight trucks that arrive at the NCC on Monday or Tuesday for the Mart WILL NOT BE ABLE to unload, as there is another event in the facility and there is nowhere to store freight. Carriers will be directed to return on scheduled move in days.

- What is the name of your carrier, if shipping directly to NCC?
  _____ Please list "personal vehicle" and provide the driver's name if that is how your materials will be arriving.

- When will you be finished with move out on Saturday evening?
  Circle one: 6 PM 7 PM 8:30 PM
  Move out is from 5 –8:30 PM on Saturday. Please have your carrier check in by 7 PM on Saturday.

Please send form to: NNEP – Mart, 4693 Kent Road, Kent, Ohio 44240, USA.
Phone (330) 678-4887; Fax (330) 678-8988, Jessica@nnep.net

This form can be downloaded at http://www.embroiderymart.com/exhibitorsshowinfo.html