

2009

**MIAMI VALLEY HOME IMPROVEMENT SHOW
EXHIBITOR REQUEST FORM**

Please use this form to request location changes and
update contacts, addresses and phone numbers.

Company Name _____

Please note, list how you want company name to appear on contract.

Primary Contact _____

Address (if new within last 6 months)

Phone: _____ **day** _____ **evening**

Email address _____

Emergency phone _____

Be on file, it may be needed in an emergency for security purposes.

Request To:

Move (indicate new location desired)

Increase/Decrease Booth Size

Return this form with your contract. A contract must be on file for your current booth before a move request will be processed. You will be notified by mail if your request can be completed. A new move request form must be filled out each year until your request is completed. No requests will be taken by phone.

FOR OFFICE USE ONLY

Date Processed _____

Request Results _____