

NAME OF SHOW: **LightFair 2023 / May 23-25, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

TARGET CHANGE REQUEST

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to Freeman by **April 21, 2023**.

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth. We HIGHLY encourage you to ship to the advance warehouse.
- All Target Change requests must be authorized by Freeman. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- Freeman will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.
- We will unload target change requests on a first come basis after originally scheduled targets have been unloaded.

Exhibiting Company	Booth Number	
Primary Contact	Telephone	Fax
Email		
Estimated Weight of Materials	Estimated Time Required to Set Display	
Shipping to: <input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site		
Please indicate day requested for new target move-in:		
Original Target Date & Time: _____		
Requested Target Date & Time: _____		

**Email Completed Form by
April 21, 2023**

Freeman
Christian.DeMayo@freemanco.com

For Office Use Only

_____ Approved _____ Denied

New Target Date: _____

New Target Time: _____

Signed: _____

Date: _____

target change request