

NAME OF SHOW: **KBIS 2023 / January 31 - February 2, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

TARGET CHANGE REQUEST

- 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.
- Exhibitors requesting a revised targeted move-in date and time must complete and return this form to Freeman by DECEMBER 28, 2022.
- 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 targes have been unloaded.
- Due to logistical circumstances, we will not be able to accommodate any target change requests for Tuesday, January 24, 2023.

Exhibiting Company		Booth Number
Primary Contact	Telephone	Fax
Email		
Estimated Weight of Materials	Estimated Time Required to Set Display	

Shipping to: Advance Warehouse 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
DECEMBER 28, 2022**

Freeman
Attn: Steffan Zimmer
Steffan.Zimmer@freeman.com

For Office Use Only

_____ Approved _____ Denied

New Target Date: _____

New Target Time: _____

Signed: _____

Date: _____

target change request