

Early Move-in Request Form

Due: November 3, 2025

Early move-in will be granted on a limited basis for vendors with extensive set-up requirements. A form must be completed to be considered. Not all vendors will be approved. Please give a compelling reason for your request below. Requests received after the due date will not be considered. Vendors will be notified of approval status by December 1, 2025. **Early move-in will not be granted in the Coliseum, SYEC or Livestock Center.**

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Building/Space Number: _____

1. Do you have a trailer or vehicle (circle one)? Size of trailer/vehicle? _____

2. Where do you plan to park your trailer/vehicle overnight? _____

3. Do you require forklift services? yes or no (circle one)

4. Early move-in date(s): _____ Time of arrival: _____

5. Reason for request: _____

Signature: _____ Date: _____

NWSS: Approved or Denied (circle one). Reason: _____

Special instructions: _____

Return by November 3: Fax: 303-292-1708, boakes@nationalwestern.com