



EXHIBITOR MERCHANDISE REMOVAL FORM & EMERGENCY CONTACT FORM

This form must be returned by February 15, 2017

The "Exhibitor Merchandise Removal Authorization Form" instructs an exhibitor to list names of those authorized to sell merchandise in your booth, as well as have those authorized staff members sign the form. **Please have ALL staff members that are authorized to sell merchandise in your booth sign the form.**

Onsite, you will receive "Merchandise Removal Passes" to give to your customers along with their purchased artwork to present to security authorizing them to remove their purchase from the venue. No artwork will be permitted to be removed from the venue during show hours without an authorized signature on a Merchandise Removal Passes that matches a signature on this form.

When merchandise is sold to an attendee and carried out of the venue it must be removed through the designated removal exit doors. Attendees will be required to present a signed "Merchandise Removal Pass" to remove product from the venue. Each individual piece of merchandise sold must be accompanied by a "Merchandise Removal Pass".

AUTHORIZED EMPLOYEE LIST

EXHIBITING NAME		BOOTH NUMBER
	X	
PRINT NAME	SIGNATURE	CELL NUMBER
	X	
PRINT NAME	SIGNATURE	CELL NUMBER
	X	
PRINT NAME	SIGNATURE	CELL NUMBER



DEADLINE: February 15, 2017

VIA EMAIL: mira@redwoodmg.com