



ARE YOU ON SCHEDULE?

Save \$\$\$ in service fees! The following is a list of key order forms and the date by which they must be returned in order to receive discounted prices or to guarantee service. For services not listed, please check individual forms.

SERVICE / DESCRIPTION	DISCOUNT DEADLINE DATE	SECTION	
Sponsorship Opportunities	ASAP	Marketing Opportunities	<input type="checkbox"/>
Exhibitor Badge Request Form	ASAP	Hotel/Reg Information	<input type="checkbox"/>
Hotel Reservations	ASAP	Hotel/Reg Information	<input type="checkbox"/>
Booth Design Information	Review Now	General Information	<input type="checkbox"/>
Exhibitor Appointed Contractor	February 14, 2011	General Information	<input type="checkbox"/>
Certificate of Insurance	February 21, 2011	Insurance Information	<input type="checkbox"/>
Lead Retrieval	February 22, 2011	Hotel/Reg Information	<input type="checkbox"/>
Telephone & Internet Service	February 24, 2011	Convention Center	<input type="checkbox"/>
Catering Services	February 28, 2011	Catering Services	<input type="checkbox"/>
Electrical Service	March 1, 2011	Convention Center	<input type="checkbox"/>
Booth Cleaning	March 3, 2011	Decorating Co	<input type="checkbox"/>
Carpet Rental	March 3, 2011	Decorating Co	<input type="checkbox"/>
Furniture Rental	March 3, 2011	Decorating Co	<input type="checkbox"/>
Labor	March 3, 2011	Decorating Co	<input type="checkbox"/>
Material Handling	March 3, 2011	Decorating Co	<input type="checkbox"/>
Signs (Production & Hanging)	March 3, 2011	Decorating Co	<input type="checkbox"/>
Computer Equip. & Printers	March 15, 2011	Other Services	<input type="checkbox"/>
Floral Service	March 16, 2011	Other Services	<input type="checkbox"/>
Booth Security	March 16, 2011	Other Services	<input type="checkbox"/>
Shipping to Advance Warehouse	(February 17 – March 14, 2011)	Decorating Co	<input type="checkbox"/>
Shipping to Show Site	(<u>NOT BEFORE</u> March 17, 2011)	Decorating Co	<input type="checkbox"/>