EXHIBITOR CHECKLIST 2013

Also available online!

The following tasks have deadlines:

SHOW OFFICE

√	TASK	DATE DUE
*	PAY BALANCE DUE (SEE INVOICE)	NOVEMBER 15, 2012
NEW RATE INCREASE	IF SHARING, SHARE APPLICATION **(RATE INCREASES TO $1000 AFTER NOVEMBER 15TH)**	NOVEMBER 15, 2012 **(To Avoid Rate Increase)**
	ORDER EARLY DROP OFF ($125)	NOVEMBER 15, 2012 **(No Exceptions - NO Early Drop Off Onsite)**
	RETURN STANDARD LISTING FORM	DECEMBER 3, 2012
	ORDER ADDITIONAL PROGRAM LISTING ($25)	DECEMBER 3, 2012
	ORDER UPGRADED PROGRAM LISTING ($100) **(FREE with paid program advertising)**	DECEMBER 3, 2012
	ORDER ADVERTISING (SEE FORM FOR PRICING)	DECEMBER 3, 2012
*	**RETURN BADGE FORM (REQUIRED or no badges will be ready for you at exhibitor check-in.**	DECEMBER 7, 2012
	ORDER PARKING PERMIT ($100/$125)	DECEMBER 17, 2012
	ORDER LIGHTING PACKAGES ($300 STD/$375 LED)	DECEMBER 17, 2012
	ORDER ADDITIONAL GUEST PASSES or POSTCARDS	DECEMBER 17, 2012
*	RETURN VETTING FORM	DECEMBER 17, 2012
	RETURN ECONOMIC IMPACT FORM	JANUARY 14, 2013

VENDOR SERVICES

√	TASK	DATE DUE
	ORDER SHOWCASES (SEE FORM FOR PRICING)	NOVEMBER 23, 2012 - ATLANTIC RENTALS
	ORDER SAFE (SEE FORM FOR PRICING)	JANUARY 2, 2013 - ROLLAND SAFE
	ORDER ELECTRIC (SEE FORM FOR PRICING)	JANUARY 11, 2013 - EDD HELMS ELECTRIC
	PHONE/INTERNET VIA SMART CITY	JANUARY 14, 2013 - SMART CITY
*	**EXPO TABLE FORM (REQUIRED If You Want Tables)**	DECEMBER 15, 2012 (EXPO) [HALL C&D ONLY]
	EXPO PAYMENT POLICY FORM **(REQUIRED ONLY IF ORDERING FROM EXPO)**	JANUARY 15, 2013 - EXPO
	EXPO LABOR ORDER	JANUARY 15, 2013 - EXPO

TRAVEL SERVICES

The following tasks have no deadlines - order early to guarantee service:

√	TASK (VISIT OUR WEBSITE FOR DETAILS)	SUGGESTED SERVICE
	BOOK HOTEL ROOM	TRAVEL PLANNERS
	CAR RENTALS	HERTZ

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