



EXHIBITOR CHECKLIST

For your convenience we've provided this checklist of the most commonly used services. Additional services not listed below can be found within this service kit. Please keep copies of all forms.

EXHIBIT SPACE NUMBER _____ EXHIBIT SPACE DIMENSIONS _____

Complete	Due Date	Order Form	Tab/Location
<input type="checkbox"/>	August 29	Gear Guide Listing (Show Site)	Promotional
<input type="checkbox"/> DISCOUNT	September 12	Lead Retrieval Services Form	General Information
<input type="checkbox"/>	September 19	Intent to use EAC Form & EAC Insurance Form	I & D Labor
<input type="checkbox"/>	September 19	Booth Approval Request Form	General Information
<input type="checkbox"/>	September 19	Exhibitor Registration (<i>to have badges mailed</i>)	General Information
<input type="checkbox"/>	September 19	Advance Shipments to Warehouse Begins	Shipping
<input type="checkbox"/>	September 29	Hotel Reservations & Travel Arrangements (<i>Sept 29 is cut-off</i>)	General Information
<input type="checkbox"/>	October 1	Pre-Show List Mailing Order Form	Promotional
<input type="checkbox"/>	October 1	Additional Expo Pass Order Form	Promotional
<input type="checkbox"/>	October 4	Post Show Mailing List Rental Agreement (<i>expedited service only</i>)	Promotional
<input type="checkbox"/> DISCOUNT	October 8	Javits Internet Services Form	Electrical/Phone/Food
<input type="checkbox"/> DISCOUNT	October 8	Javits Water Cooler Rental	Electrical/Phone/Food
<input type="checkbox"/> DISCOUNT	October 8	Javits Electrical Services Form	Electrical/Phone/ Food
<input type="checkbox"/> DISCOUNT	October 8	Javits Cleaning Services Form	Electrical/Phone/ Food
<input type="checkbox"/> DISCOUNT	October 8	Javits Telecommunications Form	Electrical/Phone/Food
<input type="checkbox"/> DISCOUNT	October 8	Javits Booth Lighting Service Form	Electrical/Phone/Food
<input type="checkbox"/> DISCOUNT	October 9	AV & Computer Rentals	Service Contractors
<input type="checkbox"/> DISCOUNT	October 10	Freeman Carpet & Furniture Order Forms	Booth Furnishings
<input type="checkbox"/> DISCOUNT	October 10	Freeman Graphics & Signage Order Form	Booth Furnishings
<input type="checkbox"/> DISCOUNT	October 10	Freeman Hanging Sign/Truss Order Form (<i>under 200lbs, non-electrical</i>)	I & D Labor
<input type="checkbox"/> DISCOUNT	October 10	Freeman Online Ordering	Service Contractors
<input type="checkbox"/> DISCOUNT	October 10	Freeman Exhibit I&D Order Form	Booth Furnishings
<input type="checkbox"/>	October 17	Last day for advance shipments	Shipping
<input type="checkbox"/> DISCOUNT	October 22	Display Cases Order Form	Service Contractors
<input type="checkbox"/>	October 22	Spring Valley Floral Order Form	Service Contractors
<input type="checkbox"/>	October 22	Javits Food and Beverage Booth Service Form	Electrical/Phone/Food
<input type="checkbox"/>	October 25	Security Form	Service Contractors