



DEADLINE CHECKLIST

To save money, ensure availability and avoid frustration, we strongly urge you to place all orders for services and furnishings early. Not only are orders placed onsite subject to surcharges, these orders will not be processed until all the advance orders have been completed. There may be instances where floor orders cannot be filled at all. **PLACE YOUR ORDERS EARLY!**

SHOW SERVICES	SECTION	DUE BEFORE THIS DATE
Printing Services & Office Labor (Zen Reprographics)	Onsite Services	No Deadline
Exhibitor Housing Form (<10)	Registration & Housing	TBD
Final 50% payment for exhibit space due	Rules & Regulations	May 30, 2009
Draft floor plans due to Show Management for space 1,000 SF or More	Rules & Regulations	July 15, 2009
Show Directory Listing Update (via Exhibitor Dashboard)	Marketing	August 1, 2009
Floor plans for hanging signs due	Rules & Regulations	August 16, 2009
Exhibitor Room Block Request Form (10+)	Registration & Housing	August 17, 2009
Last day deposits for cancelled sleeping rooms are refunded	Registration & Housing	August 31, 2009
Certificate of insurance due from exhibitors and any EACs	General Show Information	September 1, 2009
Work Authorization Form from Exhibitor Appointed Contractor	General Show Information	September 1, 2009
Final exhibitor floor plan 1,000 SF or More due to Show Management	Rules & Regulations	September 1, 2009
Tent Canopy Order Form (Lincoln Tent)	Onsite Services	September 1, 2009
Telephone Service Order Form (CCPI)	Onsite Services	September 7, 2009
AV Service Order Form (CCPI)	Onsite Services	September 11, 2009
Security Order Form – Individual booth (Brantley)	Onsite Services	September 11, 2009
Advance Exhibitor Personnel Registration Form	Registration & Housing	September 11, 2009
Payment & Credit Card Charge Authorization (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
3 rd Party Billing Request (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Installation & Dismantle Order Form (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Rental Exhibit Systems Order Form (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Furniture Order Forms (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Carpet Order Forms (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Hanging Sign Order Form (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Graphics & Signage Order Form (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Forklift Rigging Equipment & Labor (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Structural Integrity Statement (Freeman)	Exhibit Furnishings, Utilities & Labor	September 14, 2009
Method of Payment Form (KEC)	Onsite Services	September 14, 2009
Electrical Service Rental Order Form (KEC)	Onsite Services	September 14, 2009
Electrical Labor & Equipment Order Form (KEC)	Onsite Services	September 14, 2009
Utility Pole Order Form (KEC)	Onsite Services	September 14, 2009
Plumbing & Water Filling/Draining Order Form (KEC)	Onsite Services	September 14, 2009
Audio Visual & Computer Equipment Order Form (PRG HiTech)	Onsite Services	September 15, 2009
Network Services (Internet) Order Form (PRG HiTech)	Onsite Services	September 15, 2009
Shipping deadline for advance delivery to KEC warehouse	Shipping & Customs	September 15, 2009
Shipping deadline for hanging signs to KEC	Shipping & Customs	September 15, 2009
Exhibitor Service Vehicle Pass Form	Onsite Services	September 20, 2009
Fuel Request Form	Onsite Services	September 20, 2009
Loading Dock Request Form (OUTDOOR ONLY)	Onsite Services	September 20, 2009
Small Generator Order Form (OUTDOOR ONLY)	Onsite services	September 20, 2009
Lead Retrieval Services Order Form	Attendee Lists & Lead Retrieval	September 20, 2009
Cleaning Order Form (All Convention Cleaners)	Onsite Services	September 25, 2009
Heavy Equipment Cleaning Order Form (Derby)	Onsite Services	September 27, 2009
Meeting/Function Space Reservation	Meetings & Education	September 28, 2009
Press Conference Request Form	Marketing	September 28, 2009
Shipping deadline for delivery to KEC	Shipping & Customs	October 4, 2009
Hostesses, Models, & Interpreters Order Form (Alix Adams)	Onsite Services	October 6, 2009
Photography Services Order Form (Oscar Einzig)	Onsite Services	October 6, 2009
Catering Order Form (Masterpiece by Centerplate)	Onsite Services	October 6, 2009
Floral Order Form (Floral Expo)	Onsite Services	October 6, 2009