



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	March 12, 2010	Hotel/Reg Information	<input type="checkbox"/>
Booth Design Information	Review Now	General Information	<input type="checkbox"/>
Social Networking Tool Registration	February 15, 2010	Registration Info	<input type="checkbox"/>
Exhibitor Appointed Contractor	March 15, 2010	General Information	<input type="checkbox"/>
Floral Service	March 19, 2010	Other Services	<input type="checkbox"/>
Catering Services	April 2, 2010	Other Services	<input type="checkbox"/>
Lead Retrieval	March 23, 2010	Hotel/Reg Information	<input type="checkbox"/>
Certificate of Insurance	March 16, 2010	Insurance Information	<input type="checkbox"/>
Booth Security	April 15, 2010	Other Services	<input type="checkbox"/>
Booth Cleaning	March 31, 2010	General Contractor	<input type="checkbox"/>
Telephone & Internet Service	March 29, 2010	PA Con. Center	<input type="checkbox"/>
Electrical Service	March 29, 2010	PA Con. Center	<input type="checkbox"/>
Carpet Rental	March 31, 2010	General Contractor	<input type="checkbox"/>
Material Handling	April 7, 2010	General Contractor	<input type="checkbox"/>
Furniture Rental	March 31, 2010	General Contractor	<input type="checkbox"/>
Labor	March 31, 2010	General Contractor	<input type="checkbox"/>
Signs (Production & Hanging)	March 31, 2010	General Contractor	<input type="checkbox"/>
Computer Equip. & Printers	April 13, 2010	Other Services	<input type="checkbox"/>
Shipping to Advance Warehouse	(March 17 – April 7, 2010)	General Contractor	<input type="checkbox"/>
Shipping to Show Site	(NOT BEFORE April 15, 2010)	General Contractor	<input type="checkbox"/>