

## IMPORTANT DEADLINES CHECKLIST

Following are important deadlines pertaining to the information and order forms contained in this manual:

### *DEADLINE DATE*

### *ITEM DUE*

#### **JANUARY**

Friday, January 22	Show Directory Advertising
Monday, January 25	Exhibitor Badges
Friday, January 22	Show Directory Listing
Friday, January 22	Show Directory Product Index

#### **FEBRUARY**

Monday, February 1	Hotel Reservation Form
Tuesday, February 2	Early Bird Rates for Lead Retrieval
Friday, February 5	Exhibitor Appointed Contractor Notification Form
Friday, February 26	Utility Orders
Friday, February 26	Telephone Order
Tuesday, February 23	Shepard's orders

#### **MARCH**

Tuesday, March 9	Advanced Rates for Lead Retrieval
Wednesday, March 10	Booth Cleaning Service

*REMEMBER... You can save time as well as money by ordering required services early (prior to move-in)*