



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 21	Show Directory Advertising
Friday, January 21	Exhibitor Badges
Friday, January 21	Show Directory Listing
Friday, January 21	Show Directory Product Inde
Monday, January 31	Early Bird Rates for Lead Retrieval

FEBRUARY

Monday, February	Hotel Reservation Form
Monday, February 14	Advance Deadline for Lead Retrieval
Friday, February 4	Exhibitor Appointed Contractor Notification Form
Monday, February 21	Telephone Order
Tuesday, February 22	Shepard's orders
Monday, February 28	Utility Orders

MARCH

Wednesday, March 9	Booth Cleaning Service
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REMEMBER... You can save time as well as money by ordering required services early (prior to move-in)