

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	Registration Information	<input type="checkbox"/>
Hotel Reservations	ASAP	Hotel Information	<input type="checkbox"/>
Booth Design Information	Review Now	General Information	<input type="checkbox"/>
Exhibitor Appointed Contractor	March 18, 2012	Decorating Co	<input type="checkbox"/>
Certificate of Insurance	March 23, 2012	Insurance Information	<input type="checkbox"/>
Lead Retrieval	March 20, 2012	Registration Information	<input type="checkbox"/>
Telephone & Internet Service	April 3, 2012	Mirage Services	<input type="checkbox"/>
Electrical Service	April 3, 2012	Mirage Services	<input type="checkbox"/>
Booth Cleaning	April 3, 2012	Mirage Services	<input type="checkbox"/>
Carpet Rental	April 2, 2012	Decorating Co	<input type="checkbox"/>
Furniture Rental	April 2, 2012	Decorating Co	<input type="checkbox"/>
Labor	April 2, 2012	Decorating Co	<input type="checkbox"/>
Material Handling	April 2, 2012	Decorating Co	<input type="checkbox"/>
Signs (Production & Hanging)	April 2, 2012	Decorating Co	<input type="checkbox"/>
Computer Equip. & Printers	April 3, 2012	Mirage Services	<input type="checkbox"/>
Floral Service	March 16, 2012	Other Services	<input type="checkbox"/>
Booth Security	April 1, 2012	Other Services	<input type="checkbox"/>
Shipping to Advance Warehouse	(March 13 – April 11, 2012)	GES	<input type="checkbox"/>
Shipping to Show Site	(<u>NOT BEFORE</u> April 16, 2012)	GES	<input type="checkbox"/>