

DUE DATE	DESCRIPTION	SECTION
ASAP	Reserve Event Sponsorship	Promotional
	Make travel arrangements and book hotel rooms	Housing
	Register your Exhibit Booth Staff	Registration
	Exhibitor Catalogue Listing Form due	Promotional
4/3/10	Early Bird Registration Cut Off Date	Registration
4/30/10	Deadline for Literature Distribution Form	Promotional
5/2/10	Displays for Purchase through George Fern Due	George Fern
5/2/10	Non-Official Contractor (Independent Display House Contractor) submission deadline	General
5/3/10	Certificate of Insurance Due	General
5/3-5/27	Advanced Shipping to Warehouse Receiving	George Fern
5/4/10	Hotel Reservation Form Discounted Rate Cut-Off	Housing
TBD	Rigging Request Order Form	George Fern
5/7/10	Deadline for Press Room reservations	Promotional
5/7/10	Lead Retrieval Discount Deadline	Additional Services
5/10/10	Literature Distribution Materials Due	Promotional
5/19/10	Booth Catering Order Form Due	Additional Services
5/19/10	Display Labor Service Form Due	George Fern
5/19/10	Carpet Order Form Due	George Fern
5/19/10	Floral Order Form Due	George Fern
5/19/10	Deadline for Discount Prices for Services & Equipment through George Fern Company.	George Fern
5/19/10	Cleaning Service Order Form Due	George Fern
5/19/10	Outbound Bill of Lading & Shipping Labels Form Due	George Fern
5/19/10	Signs & Artwork Due to George Fern	George Fern
5/20/10	Internet and Telephone Forms Incentive Pricing Deadline	TBD
5/20/10	Electrical Orders Due	George Fern
5/21/10	Discount Deadline for Audio Visual Equipment Rental through Freeman AVW	Additional Services
6/2/10	Last Day for Shipments to arrive George Fern Warehouse	George Fern
TBD	SHOW GUIDE Ad Material Deadline	Promotional
TBD	Final cut off to have sponsorships included in Show Guide	Promotional