



Exhibitor Checklist & Deadlines

| COMPLETED | | ADVANCE DISCOUNT DEADLINE DATE |
|---|--|-----------------------------------|
| <u>General Information</u> | | |
| _____ | Meeting Registration Form (Advance Registration) | October 4, 2010 |
| _____ | Exhibitor Registration | October 4, 2010 |
| _____ | Exhibitor Visitor Invitations (Registration Deadline) | October 4, 2010 |
| _____ | Hotel Reservations | September 9, 2010 |
| <u>GES Exposition Services Order Forms</u> | | |
| _____ | Payment & Credit Card Authorization | September 17, 2010 |
| _____ | 3 rd Party Billing Request | September 17, 2010 |
| _____ | Specialty Furniture Order Form | September 17, 2010 |
| _____ | Furniture & Accessories Order Forms | September 17, 2010 |
| _____ | Carpet Order Form | September 17, 2010 |
| _____ | Standard Exhibit System Order Form | September 17, 2010 |
| _____ | Graphics & Signage Order Form | September 17, 2010 |
| _____ | I&D Labor Order Forms | September 17, 2010 |
| _____ | Notice of Intent to use Exhibitor-Appointed Contractor | September 17, 2010 |
| _____ | Booth Layout | September 17, 2010 |
| _____ | Advance Warehouse Shipments | October 6, 2010 |
| _____ | Material Handling Order Form | September 17, 2010 |
| _____ | Direct Machinery Rates Form | September 17, 2010 |
| _____ | GES Logistics Shipping Order Form | September 17, 2010 |
| _____ | In-Booth Forklift Labor Order Form | September 17, 2010 |
| _____ | Cleaning Order Form | September 17, 2010 |



Exhibitor Checklist & Deadlines (*continued*)

| COMPLETED | ADVANCE DISCOUNT DEADLINE DATE |
|---|-----------------------------------|
| <u> </u> Show Daily (Ad Orders) | September 3, 2010 |
| <u> </u> Show Daily (Materials) | September 10, 2010 |
| <u> </u> Show Daily (Editorial content) | August 6, 2010 |
| <u> </u> Show Planner and Expo Show Guide (Materials) | July 6, 2010 |
| <u> </u> Wisconsin Center District Services Order Form (Electrical, Air, Plumbing, Phone, Internet) | September 24, 2010 |
| <u> </u> Wisconsin Center District AV Request Form (United Visual) | September 24, 2010 |
| <u> </u> Levy Restaurants (Catering) | September 28, 2010 |
| <u> </u> Floral Exhibits Order Form | September 28, 2010 |
| <u> </u> Expo Logic Lead Retrieval Services | October 8, 2009 |
| <u> </u> Mailing List Order Form – Pre Show | October 4, 2010 |
| <u> </u> Mailing List Order Form – Post Show | After October 25, 2010 |