

DEADLINES CHECKLIST

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The following *Deadlines Checklist* has been created to assist you in planning all pre-show orders and planning your participation as an exhibitor. The dates listed are the absolute latest that forms can be received to be considered an advance order and receive the appropriate discounts. We recommend that all services be ordered in advance of the dates listed.

The *Deadlines Checklist* puts all of the available advance order deadlines, and other date-sensitive information, together in one place to reduce the chance of confusion regarding due dates. Use this page as a reminder to yourself to place your orders and send in your forms. Be sure to retain a copy of each form you fill out for your records.

<u>DATE</u>	<u>TASK</u>	<u>FORM(S) LOCATION</u>	<u>COMPLETE</u>
ASAP	Sponsorship Opportunities	Tab 4	_____
June 1	Submit Exhibitor Showcase Presentation Proposal	Tab 4	_____
June 29	Products & Services Listing	Tab 4	_____
June 29	Submit New Product Promotion Entry	Tab 4	_____
July	Order Attendee Lists for Pre-Show Marketing	Tab 4	_____
July 10	Ad Space Reservations Due – <i>Congress Program</i>	Tab 4	_____
July 25	Ad Space Reservations Due – <i>APWA Reporter</i>	Tab 4	_____
August 3	Golf Registration Form	Tab 3	_____
August 7	Advance shipments: 1 st Day warehouse accepts	Tab 6	_____
August 10	<i>Liability Insurance Certificate to Show Mgmt.</i>	Tab 5	_____
August 13	Exhibitor Appointed Contractor Forms	Tab 5	_____
August 13	Submit New Product Displays Entry	Tab 4	_____
August 16	Telephone, Internet Service	Tab 7	_____
August 16	GES Discount Price Deadlines:	Tab 6	_____
	Furnishings & Accessories		_____
	Carpet		_____
	Modular Rental Exhibits		_____
	Display Labor		_____
	Sign/Banner Hanging Service		_____
	Booth Cleaning		_____
	Payment Information		_____
August 24	Booth Catering Orders	Tab 7	_____
August 24	Floral Orders	Tab 7	_____
August 24	Exhibit Booth Security Guard	Tab 7	_____
August 24	Request additional Preferred Customer Passes	Tab 4	_____
August 24	Submit Exhibitor Representative Pass/Badge Form	Tab 3	_____
August 24	Electrical & Plumbing Service	Tab 7	_____
August 27	Audio Visual/Computer Rental	Tab 7	_____
August 29	Hotel Reservation Cut-off	Tab 3	_____
August 31	Lead Scanner/Badge Reader	Tab 7	_____
August 31	Advance Shipments – last day for warehouse receipt	Tab 6	_____
September	Complete Exhibitor Service Kit Survey	Tab 1	_____
September 6-8	Direct Shipments Accepted	Tab 6	_____
September 6-8	Exhibit Installation	Tab 2	_____
September 8	Exhibit Installation – complete 5:00pm	Tab 1	_____
September 9-11	Exhibit Hall Open, 2008 New Orleans Space Selection on Show Floor		_____
September 11	Exhibit Dismantle – begins 2:00pm	Tab 6	_____
September 12	Exhibit Dismantle – complete by 5:00pm	Tab 1	_____