

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	_____
May 23	Submit Exhibitor Showcase Presentation Proposal	Tab 4	_____
May 23	Products & Services Listing	Tab 4	_____
May 23	Submit New Product Promotion Entry	Tab 4	_____
June 8	Ad Space Reservations Due – <i>Congress Program</i>	Tab 4	_____
July 1	Request additional Preferred Customer Passes	Tab 4	_____
July 4	Ad Space Reservations Due – <i>APWA Reporter</i>	Tab 4	_____
July 11	Golf Registration Form	Tab 3	_____
July 15	Advance shipments: 1 st Day warehouse accepts	Tab 6	_____
July 17	Exhibit Booth Security Guard	Tab 7	_____
July 18	<i>Liability Insurance Certificate to Show Mgmt.</i>	Tab 5	_____
July 18	Exhibitor Appointed Contractor Forms	Tab 5	_____
July 18	Telephone, Internet Service	Tab 7	_____
July 18	Booth Catering Orders	Tab 7	_____
July 18	Electrical & Plumbing Service	Tab 7	_____
July 23	Hotel Reservation Cut-off	Tab 3	_____
July 24	GES Discount Price Deadlines:	Tab 6	_____
	Furnishings & Accessories		_____
	Carpet		_____
	Modular Rental Exhibits		_____
	Display Labor		_____
	Sign/Banner Hanging Service		_____
	Booth Cleaning		_____
	Payment Information		_____
July 25	Submit Exhibitor Representative Pass/Badge Form	Tab 3	_____
August	Complete Exhibitor Service Kit Survey	Tab 1	_____
August 1	Submit New Product Displays Entry	Tab 4	_____
August 1	Order Attendee Lists for Pre-Show Marketing	Tab 4	_____
August 1	Floral Orders	Tab 7	_____
August 1	Lead Scanner/Badge Reader	Tab 7	_____
August 1	Sightseeing Tours Registration	Tab 3	_____
August 1	Guest/Spouse Registration	Tab 3	_____
August 4	Audio Visual/Computer Rental	Tab 7	_____
August 11	Advance Shipments – last day for warehouse receipt	Tab 6	_____
August 14-16	Direct Shipments Accepted	Tab 6	_____
August 14-16	Exhibit Installation	Tab 2	_____
August 16	Exhibit Installation – complete 5:00pm	Tab 2	_____
August 17-19	Exhibit Hall Open, 2009 Columbus Ohio Space Selection on Show Floor		_____
August 19	Exhibit Dismantle – begins 2:00pm	Tab 6	_____
August 20	Exhibit Dismantle – complete by 5:00pm	Tab 2	_____