



IMPORTANT REMINDERS

Please read the following information carefully

As you may recall, the Marriott Wardman Park Hotel began some construction around the time of our 2006 event. Some of the things the Hotel completed during that time were:

1. Renovations to Hall C - Installed new carpet, new ceiling, new lights, column covers and airwalls.
2. Renovations to Hall C Loading Dock - A second level to the freight dock was built. The upper level is used for hotel deliveries and the lower for exhibit hall operations.
3. Renovations to Hall A - Installed new carpet.

Please keep in mind that when the 2007 Air & Space Conference and Technology Exposition gets to the Marriott Wardman Park Hotel in September, there may be some smaller construction projects still in progress, and you will surely notice some upgrades that have been made to the building since our last event. While any work that must be done should not affect anyone during the Conference or Exposition, we will let you know if any specific issues arise as soon as the information becomes available to us.



DEADLINE CHECKLIST

- August 17th ExpoPortal/Show Program Information
- September 7th Booth Approval Request Form
- September 7th Freeman Order Forms & Payment to Receive Discounted Rates
- September 7th Exhibitor Appointed Contractor Form
- September 20th Advance Registration Form
- September 23rd Exhibits MUST be set by 3:30PM

PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS, ON THEIR INDIVIDUAL ORDER FORMS, OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.