

## 2010 Exhibitor Deadline Checklist

### PAST DUE

- \* Pay your final Deposit Thursday, January 28, 2010

### MARCH

- \* Submit your organization's information to be included in the printed Exhibitor Directory Friday, March 26, 2010

### APRIL

- Booth Rendering Submitted through Exhibitor HQ Website for Exhibitors with Booth Space of 400 sq. ft. or more Friday, April 2, 2010
- Rigging Submitted through Exhibitor HQ Website Friday, April 2, 2010
- \* Booth Activities Submitted through Exhibitor HQ Website Friday, April 2, 2010
- \* Giveaways Submitted through Exhibitor HQ Website Friday, April 2, 2010
- Exhibitor Housing Deadline (non-paid rooms are released) Friday, April 9, 2010
- \$ Early Registration Discount Deadline Wednesday, April 28, 2010
- Early Registration Deadline for Exhibitors Wednesday, April 28, 2010
- Request for Set Up by Non-Official Contractor due to ASCO Thursday, April 29, 2010
- \$ Lead Retrieval Discount Deadline Friday, April 30, 2010

### MAY

- Custom Carpet Order due to Brede Saturday, May 1, 2010
- Custom Rental Exhibit Order due to Brede Saturday, May 1, 2010
- Portable Display Rental Order due to Brede Saturday, May 1, 2010
- Boarding Space/Transportation Requests through Kushner & Associates Due Saturday, May 1, 2010
- \$ Utilities Discount Deadline for FocusOne/McCormick Place Thursday, May 6, 2010
- \$ Internet/Telephone Discount Deadline for Smart City Orders Thursday, May 6, 2010
- \$ Smart Value Pricing for FocusOne/McCormick Place Thursday, May 6, 2010
- \$ Audio Visual Discount Deadline Friday, May 14, 2010
- \$ Catering Order Discount Deadline Friday, May 14, 2010
- \$ Booth Security Order Discount Deadline Friday, May 14, 2010
- \$ Booth Furnishing Discount Deadline Tuesday, May 18, 2010
- \$ Carpet Rental Discount Deadline Tuesday, May 18, 2010
- \$ Custom Furniture Order Discount Deadline Tuesday, May 18, 2010
- Request for Early Freight Move-In due to Brede Tuesday, May 18, 2010
- Last Day for Advance Shipments to Brede Warehouse Tuesday, May 18, 2010
- \$ Sign Order Discount Deadline Tuesday, May 18, 2010
- Computer Rental Form Due Thursday, May 21, 2010
- \* Rigging/Truss Must be Completed Monday, May 31, 2010

### JUNE

- \* Target Move-in for Direct Freight Only Tuesday, June 1 -Wednesday, June 2, 2010
- \* Exhibit Set-Up Tuesday, June 1 -Friday, June 4, 2010
- \* Aisles Cleared of Crates and Equipment By 10 AM, Friday, June 4, 2010

**\* Required**

**\$ Complete by the deadline and save money!**