

The 2014 **NAMA OneShow<sup>SM</sup>**  
**APRIL 9, 10 & 11 / CHICAGO**  
**MCCORMICK PLACE LAKESIDE CENTER**



<u>Deadline Date</u>	<u>Action Item</u>	<u>Completed</u>
February 7	Deadline To Complete Online Program Listing be included in Program Guide	_____
February 14	Visitor Card Request Deadline	_____
February 21	Lead Retrieval Early Bird Pricing Deadline	_____
February 21	Modeling Services Cancellation Deadline (10% cancellation fee)	_____
March 5	<b>First day</b> for Advanced Shipment to GES Warehouse	_____
March 9	Notice of Intent to Use Exhibitor-Appointed Contractor Form	_____
March 10	Lead Retrieval Advance Pricing Deadline (extra \$10 off for online orders)	_____
March 17	Hotel Reservations Deadline (individual reservations)	_____
<b>March 18</b>	<b>GES Order Forms (all GES Services are due this date, but may not be listed below)</b>	
	Booth Cleaning Order Form	_____
	Carpet Order Forms	_____
	Direct Machinery Rate Schedule Order Form	_____
	Electric Order Forms	_____
	Furniture Order Form	_____
	Graphics & Signage Order Form	_____
	Hanging Sign Labor Order Form	_____
	In-Booth Forklift & Labor Order Form	_____
	Installation & Dismantling Order Form	_____
	Material Handling Order Form	_____
	Optional Drayage Package Order Form	_____
	Payment & Credit Card Authorization Form	_____
	Plumbing Services Order Form	_____
	Refrigerated & Frozen Storage Order Form	_____
	Trailer Accessible Storage Order Form	_____
	Vehicle Placement Order Form	_____
	Third Party Billing Request	_____
March 24	Internet & Telecommunication Services Order Form	_____
March 24	Lead Retrieval Cancellation Refund Deadline (No Refund on CompuLead Smart)	_____
March 25	Catering Sampling Authorization Request Form	_____
March 26	AV/Computer/ Order Form	_____
April 1	Photography / Video Cancellation Deadline	_____
April 1	Floral & Plant Order Form	_____
April 2	Catering Order Form	_____
April 3	Last Day for Advanced Shipments to GES Warehouse Without Surcharges	_____

April 8	Direct Shipments May Begin Arriving at McCormick Place Convention Center	_____
April 8	Onsite Exhibit Badge Registration Opens at 8:00 am CST	_____
April 9	Website Badge Registration Closes at 11:00 pm CST	_____
April 12	2pm Carriers Check-in Deadline for Outbound Shipping	_____