



QUICK FACTS CHECKLIST of CRITICAL DATES & DEADLINES

PLEASE NOTE: To obtain prompt and efficient service please submit order forms well in advance of the due date. Late and last minute orders cause delay, confusion and expense.

<u>DONE</u>	<u>ITEM</u>	<u>CRITICAL DATE</u>	<u>TAB</u>
_____	HOTEL RESERVATIONS	JANUARY 17, 2014	HOTEL RESERVATIONS
_____	SILENT AUCTION DONATION	FEBRUARY 3, 2014	SEE WVC WEBSITE AT WVC.ORG
_____	EAC NOTIFICATION	JANUARY 16, 2014	REGULATIONS & REQUIREMENTS
_____	DEMO ANIMAL – BADGE	JANUARY 16, 2014	REGULATIONS & REQUIREMENTS
_____	LEAD RETRIEVAL ORDER	JANUARY 14, 2014	LEAD RETRIEVAL
_____	EXHIBITOR BADGE ORDER * AFTER FEBRUARY 3 RD ON-SITE REGISTRATION IS REQUIRED.	JANUARY 31, 2014	BADGES
_____	CARPET ORDER (REQUIRED)	JANUARY 27, 2014	GES
_____	CARPET CLEANING	JANUARY 27, 2014	MANDALAY BAY CONVENTION CTR
_____	DISPLAY LABOR	JANUARY 27, 2014	GES
_____	ELECTRICAL SERVICE	JANUARY 27, 2014	MANDALAY BAY CONVENTION CTR
_____	RENTAL EXHIBIT	JANUARY 27, 2014	GES
_____	BOOTH FURNISHINGS	JANUARY 27, 2014	GES
_____	WAREHOUSE SHIPMENT	FEBRUARY 12, 2014	MATERIAL HANDLING
_____	SHOW SITE SHIPMENT *AFTER 1PM	FEBRUARY 15, 2014	MATERIAL HANDLING