



## CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the last page of this mini kit.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	Apply & submit contract For PROJECT/THE TENTS/MAGIC MENS For PROJECT WOMENS For POOLTRADESHOW For STITCH For CHILDRENS CLUB	Fax contract to: (310) 943-2448 (310) 943-2007 (310) 943-2594 (917) 591-5932 (917) 677-8112	<input type="checkbox"/>
ASAP	50% deposit due	Pay online at <a href="http://epay.advanstar.com">http://epay.advanstar.com</a>	<input type="checkbox"/>
ASAP	Hotel & Travel Reservations	<a href="http://www.ubmfashion.com/magic/travel">http://www.ubmfashion.com/magic/travel</a>	<input type="checkbox"/>
December 14	Final payment due	Pay online at <a href="http://epay.advanstar.com">http://epay.advanstar.com</a>	<input type="checkbox"/>
January 2	First day shipments will be received at advance warehouse	<a href="#">GES</a>	<input type="checkbox"/>
January 8	Mannequins/Steamers/Hangers	<a href="#">D&amp;B Rental Displays - advanced rate deadline</a>	<input type="checkbox"/>
January 15	Décor Rules Vehicle Display Waiver Review show rules & regulations Raw Space, Custom & Large Booth Renderings (Email only)	Email to <a href="mailto:magicmbccoperations@ubm.com">magicmbccoperations@ubm.com</a> or Fax to: 212-918-7959	<input type="checkbox"/>
January 22	EAC Notification Form	Email to <a href="mailto:magicmbccoperations@ubm.com">magicmbccoperations@ubm.com</a> or Fax to: 212-918-7959	<input type="checkbox"/>
January 22	EAC Badge Request Form	EAC's mail checks and proof of insurance to: MAGIC 2901 29th Street, Suite 100 Santa Monica, CA 90405 ATTN: Liz Callahan	<input type="checkbox"/>
January 22	Cleaning Catering Telephone Service Internet & Data	<a href="#">Mandalay Bay - advanced rate deadline</a> <b>(ADVANCED RATE DISCOUNT ONLINE ONLY)</b>	<input type="checkbox"/>
January 22	Electrical, Air & Water	<a href="#">Edlen - advanced rate deadline</a> <b>(ADVANCED RATE DISCOUNT ONLINE ONLY)</b>	<input type="checkbox"/>
January 22	Order Fixtures & Furniture Labor Carpet Furniture Hanging Signs	<a href="#">GES - advanced rate deadline</a>	<input type="checkbox"/>
January 24	Last day shipments received at Advanced Warehouse without an additional fee	<a href="#">GES - advanced rate deadline</a>	<input type="checkbox"/>



## CHECKLIST

Ongoing	Register for badges	Link sent to the primary contact	<input type="checkbox"/>
Refer to <b>TARGET</b> <b>MAP</b>	First day booth build shipments can arrive at Mandalay Bay (Target map <b>does not</b> apply to product)	<a href="#">GES</a>	<input type="checkbox"/>
February 4	Booth Package Move-In	<a href="#">GES</a>	<input type="checkbox"/>