



Exhibitor Action Checklist

First Steps		
Read Exhibitor Service Kit in its entirety	MUFSO Website	As soon as possible!
Make Hotel Reservations through onPeak	Hyatt Regency	As soon as possible!
Add company description to online profile	MUFSO Website	As soon as possible!

x	Action Item - Things to Do or Order	Vendor Contact	Do Before This Date: (discount deadlines)
	Order lead retrieval unit; early bird deadline - COMPUSYSTEMS	CSI	(early bird) July, 31, 2013 (standard) August 30, 2013
	Primary form due to Hotel	Hyatt Regency	August 13, 2013
	Advance Freight Shipments to GES Warehouse (begin)	GES	August 27, 2013
	Submit Exhibitor Appointed Contractor (EAC) form	GES	August 30, 2013
	Order Booth Furnishings: Carpet, Furniture & Accessories, Graphics, Cleaning	GES	September 6, 2013
	GES - Advance order deadline for all GES services	GES	September 6, 2013
	Exhibit Booth Equipment order form due Billing form due Hotel Kitchen Prep form due form Deadline - onsite order price increases 35%	Delivery Discount Hyatt Regency	September 10, 2013 ggggggg
	Hotel order confirmations sent	Hyatt Regency	September 17, 2013
	Frozen & Refrigerated Freight can arrive at the Hotel	Hyatt Regency	September 23, 2013
	Direct Freight Shipments (last day)	GES	September 30, 2013
	Order audio visual, internet and computer equipment	PSAV	15 days prior to service
	Telephone services	Hyatt Regency	15 days prior to service
	Electrical service order form	Hyatt Regency	15 days prior to service
	Advance Dry Freight Shipments to GES Warehouse (last day)	GES	September 25, 2013 (2PM)
<p>Please remember this checklist is a general guide. It is the responsibility of the exhibitor to read all the details of each vendor's order form.</p>			

Pre show site		
Confirm Airline information		
Client meetings scheduled		
Create staff packet with phone numbers, emergency meeting place, show info etc.		
Make sure business cards are packed		

Contacts:

* All Hyatt Regency inquiries should go to Rizwan Naqvi - rizwan.naqvi@hyatt.com

GES: Phone - (800) 475-2098 or chat www.ges.com/chat