

tlASQ World Conference on Quality and Improvement
Charlotte Convention Center
Charlotte, NC
April 30 - May 2, 2017 (show dates)
May 1-3, 2017 (conference dates)

EXHIBITOR KEY DUE DATES

<u>DESCRIPTION</u>	<u>DUE OR PAYMENT TO</u>	<u>DUE DATE</u>	<u>TAB LOCATION</u>
<u>American Society for Quality (ASQ)</u>			
♦ Hotel Deadline for Conference Room Rate (all hotels)	Hotel	04/04/2017	Show Information
♦ Exhibit Hall Badge Registration	ASQ	04/07/2017	Show Information
♦ Pre-and Post-Show Attendee Lists	ASQ	03/10/2017	Additional Service Order Forms
<u>AV Network (AVN) - (Audio Visual Equipment)</u>			
♦ Audio Visual Equipment Form	AVN	04/07/2017	Additional Service Order Forms
<u>GES (GES)</u>			
♦ Payment and Credit Card Authorization Form	GES	04/07/2017	Required Forms
♦ Domestic Third Party Billing Request Form	GES	04/07/2017	Required Forms
♦ International Third Party Billing Request Form	GES	04/07/2017	Required Forms
♦ Carpet (Standard and Plush) Rental Order Form	GES	04/07/2017	Booth Furnishings
♦ Standard Furniture and Accessories Order Form	GES	04/07/2017	Booth Furnishings
♦ Specialty Furniture Order Form	GES	04/07/2017	Booth Furnishings
♦ Standard Exhibit System Order Form	GES	04/07/2017	Booth Furnishings
♦ Graphics and Signage Order Form	GES	04/07/2017	Booth Furnishings
♦ Material Handling/Drayage Order Form	GES	04/07/2017	Shipping Drayage and Material Handling
♦ Shipping Information & Freight Handling Form			
→ Advanced Shipping	GES	03/26 - 04/25/2017	Shipping Drayage and Material Handling
→ On-site Shipping	GES	04/28 - 04/30/2017	Shipping Drayage and Material Handling
♦ Pre-Printed Bill of Lading/Outbound Labels Request	GES	04/07/2017	Shipping Drayage and Material Handling
♦ Vehicle Placement Order Form	GES	04/07/2017	Shipping Drayage and Material Handling
♦ Installation and Dismantling Order Form	GES	04/07/2017	Labor and Equipment
♦ In-Booth Fork Lift and Labor Order Form	GES	04/07/2017	Labor and Equipment
♦ Cleaning and Porter Service Order Form	GES	04/07/2017	Labor and Equipment
♦ Notice of Intent to Use EAC - Policies/Procedures	GES	04/07/2017	Exhibitor Appointed Contractors (EACs)
<u>Miscellaneous</u>			
♦ State of North Carolina - Sales and Use Tax Registration	State of NC	04/07/2017	Additional Service Order Forms
♦ Floral & Plant Rental Form	TLC Floral	No Early Date	Additional Service Order Forms
<u>Showcare (Lead System)</u>			
♦ Lead Retrieval	Showcare	04/27/2017	Additional Service Order Forms
<u>Charlotte Convention Center (CCC)</u>			
♦ Rigging and Forklift Information (Banner/Sign Hanging)	CCC	04/07/2017	Additional Service Order Forms
♦ Electrical and Plumbing Order Form	CCC (Smart City)	04/09/2017	Additional Service Order Forms
♦ Telecommunications (Internet /Telephone) Service Order Form	CCC (Smart City)	04/14/2017	Additional Service Order Forms

CCC: Charlotte Convention Center

GES: Show Decorator

AVN: Audio Visual Network