



Action Item Checklist

September 4-6, 2014 • Orange County Convention Center, Orlando, FL

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you up to 40% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you on-site at the show.

Complete	Due Date	Order Form	Location:	Return To
<input type="checkbox"/>	ASAP	Hotel Reservations Rooming List Deadline	Website	Electronic Submit
<input type="checkbox"/>	Prior to Move-In	Exhibitor Insurance	Website	Click Here to Purchase
<input type="checkbox"/>	August 12	EAC Installation & Dismantling Form	GES order Form Tab	GES
<input type="checkbox"/>	Prior to Show	Exhibitor Badge Registration	Website	Electronic Submit
<input type="checkbox"/>	Prior to Show	Booth Security Order Form	Vendor Order Form Tab	AS Security Tel: 321/202-9882
<input type="checkbox"/>	August 7	Internet/Telephone Services Discount Deadline	Vendor Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	August 7	Food & Beverage Booth Catering Discount Deadline	Vendor Order Form Tab	Centerplate Tel: 800/345-9898
<input type="checkbox"/>	Prior to Show	Brand Model & Talent Agency	Website	Foley Agency Tel: 386/676-2223
<input type="checkbox"/>	Prior to Show	Short Term Plant Rental	Vendor Order Form Tab	TLC Tel: 770/507-6777
<input type="checkbox"/>	August 12	GES Carpet and Furniture Order Forms	GES Order Form Tab	GES
<input type="checkbox"/>	August 12	GES Graphics & Signage Order Form	GES Order Form Tab	GES
<input type="checkbox"/>	August 12	GES Exhibit Installation & Dismantling Order Form	GES Order Form Tab	GES
<input type="checkbox"/>	August 12	OCCC Hanging Sign/Truss Order Forms (<i>under 200 pounds, non-electrical</i>)	OCCC Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	August 12	Booth Cleaning Services	GES Order Form Tab	GES
<input type="checkbox"/>	August 7	Electrical Services Form	OCCC Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	August 12	Lead Retrieval Order deadline	Website	Electronic Submit