



# Action Item Checklist

January 8-10, 2015 • Orange County Convention Center, Orlando, FL – West Hall

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 50% 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	<a href="#">Electronic Submit</a>
<input type="checkbox"/>	Prior to Move-in	Upload Required Certificate of Insurance	Website	<a href="#">Electronic Submit</a>
<input type="checkbox"/>	Prior to Move-In	Exhibitor Insurance for Purchase	Website	<a href="#">Click Here to Purchase</a>
<input type="checkbox"/>	Prior to Show	Exhibitor Badge Registration	Website	<a href="#">Electronic Submit</a>
<input type="checkbox"/>	November 10/ November 25	Lead Retrieval Order tiered discount deadline	Website	Experient Fax: 301/694-3286
<input type="checkbox"/>	December 7	EAC Installation & Dismantling Form	Website	<a href="#">Electronic Submit</a>
<input type="checkbox"/>	December 12	Internet/Telephone Services Discount Deadline	Vendor Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	December 12	Food & Beverage Booth Catering Discount Deadline	Vendor Order Form Tab	Centerplate Tel: 800/345-9898
<input type="checkbox"/>	December 12	Electrical Services Form	OCCC Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	December 12	OCCC Hanging Sign/Truss Order Forms (under 200 pounds, non-electrical)	OCCC Order Form Tab	Orange County Convention Center Fax: 407/685-9884
<input type="checkbox"/>	December 23	GES Carpet and Furniture Order Forms	GES Order Form Tab	GES
<input type="checkbox"/>	December 23	GES Graphics & Signage Order Form	GES Order Form Tab	GES
<input type="checkbox"/>	December 23	GES Exhibit Installation & Dismantling Order Form	GES Order Form Tab	GES
<input type="checkbox"/>	December 23	Booth Cleaning Services	GES Order Form Tab	GES
<input type="checkbox"/>	Prior to Show	Booth Security Order Form	Vendor Order Form Tab	AS Security Tel: 321/202-9882
<input type="checkbox"/>	Prior to Show	Vicki Foley Talent & Models	Website	Foley Agency Tel: 386/676-2223
<input type="checkbox"/>	Prior to Show	Plant Rental	Vendor Order Form Tab	TLC Tel: 770/507-6777