

## DEADLINE CHECKLIST

Check carefully to see if the services you require have a deadline for submission and/or discounted rates (\*marked with an asterisk).

DUE DATE & ITEM	RETURN TO
<b>IMMEDIATELY</b>	
<input type="checkbox"/> Manual Receipt and Set Up Questionnaire	HFTP
<input type="checkbox"/> Proof of liability insurance coverage for Exhibitor Appointed Contractors	HFTP
<input type="checkbox"/> Submit plans for covered or multi-level displays for review and approval	HFTP
<b>April 11</b>	
<input type="checkbox"/> Enter company listing for Online Buyer's Guide	HFTP - Online Process
<b>April 29</b>	
<input type="checkbox"/> Room Block Request Form for Hotel Reservations of 10+ rooms	HITEC Housing Bureau
<b>May 2</b>	
<input type="checkbox"/> Booth Design & Activity Approval Form	HFTP
<b>May 9</b>	
<input type="checkbox"/> Attendee Registration List Rental Order Form	HFTP
<input type="checkbox"/> Advertising Reservation/Contract	HFTP
<b>May 12</b>	
<input type="checkbox"/> Booth Security Order Form*	MCCNO
<b>May 16</b>	
<input type="checkbox"/> Notice of Intent to Use Exhibitor-Appointed Contractor Form	GES - Order Online
<input type="checkbox"/> Hanging Sign/Truss Labor Order Form (over 200 lbs and/or motorized)*	GES - Order Online
<input type="checkbox"/> Advertising Materials & Payment	HFTP
<b>May 26</b>	
<input type="checkbox"/> Housing Requests	HITEC Housing Bureau
<b>May 29</b>	
<input type="checkbox"/> Telephone/Cable Service Order Form*	MCCNO
<input type="checkbox"/> Internet-Network Service Order Form*	MCCNO
<input type="checkbox"/> Electrical Service Order Form*	MCCNO
<b>May 31</b>	
<input type="checkbox"/> Booth Carpet Order Form*	GES - Order Online
<input type="checkbox"/> Furniture & Accessories Order Form*	GES - Order Online
<input type="checkbox"/> Specialty Furniture Order Form*	GES - Order Online
<input type="checkbox"/> Standard Exhibit System Order Form*	GES - Order Online
<input type="checkbox"/> Graphics & Signage Order Form*	GES - Order Online
<input type="checkbox"/> Exhibit Installation/Dismantling Order Form*	GES - Order Online
<input type="checkbox"/> In-Booth Forklift & Labor Order Form*	GES - Order Online
<input type="checkbox"/> Material Handling Order Form*	GES - Order Online
<input type="checkbox"/> Booth Cleaning Order Form*	GES - Order Online
<input type="checkbox"/> Hanging Sign Labor Order Form (under 200 lbs/no motor)*	GES - Order Online
<input type="checkbox"/> Plant and Floral Rental Order Form *	Convention Foliage
<b>June 3</b>	
<input type="checkbox"/> Lead Capture with Discount Pre-Order Form* (Order accepted until June 12)	SmartSource
<input type="checkbox"/> Audio Visual & Computer Rental Order Form*	SmartSource
<input type="checkbox"/> Booth Catering Order Form*	Levy Restaurants
<b>June 10</b>	
<i>Last day for advance shipments to arrive at GES warehouse without surcharges is June 15.</i>	