



Deadline Dates

Order Item	Deadline Date	Provider/Submit To:
Pittcon Final Program Advertising (ad closing)	12/30/2013	C&EN
Exhibitor Appointed Contractors Notification Form	1/24/2014	Pittcon
Hanging Sign & Exhibit Drawings (to Tammy Yallum)	1/24/2014	Pittcon
Insurance Coverage Proof or Waiver and Release	1/24/2014	Pittcon
Pittcon Pocket Guide (ad closing & materials)	1/16/2014	C&EN
Lead Retrieval Order Form (early discount)	1/23/2014	ITN International
Catering & Food Service Orders	2/7/2014	SAVOR
Audio Visual Rentals Order Form	2/2/2014	AVPG
Booth Layout Form	2/5/2014	GES
Cable Service Order Form	2/11/2014	McCormick Place
Carpet Order Form	2/5/2014	GES
Carpet Package Order Form	2/5/2014	GES
Cartload Service Order Form	2/5/2014	GES
Cleaning Order Form	2/5/2014	GES
Compressed Air, Water, Drain, Natural Gas Service Order Form	2/5/2014	GES
Convenience Package Order Form (GEM exhibit systems)	2/5/2014	GES
Electric Chain Hoist and Truss Order Form	2/5/2014	GES
Electrical Service Order Form	2/5/2014	GES
Exhibit Hanging Sign Order Form	2/5/2014	GES
Furniture & Accessories Order Form	2/5/2014	GES
GES Logistics - Domestic Shipping Quote Form	2/5/2014	GES
Graphics & Signage Order Form	2/5/2014	GES
Hanging Sign/Truss Labor Order Form	2/5/2014	GES
Hardwall Exhibit System Order Form	2/5/2014	GES
In-Booth Forklift & Labor Order Form	2/5/2014	GES
Installation & Dismantling Order Form	2/5/2014	GES
Key Information/Supervised Labor Checklist	2/5/2014	GES
Notice of Intent to Use Exhibitor Appointed Contract Form	2/5/2014	GES
Pre-Printed Outbound Material Handling Request	2/5/2014	GES
Special Booth Package Order Form	2/5/2014	GES
Specialty Furniture Order Form	2/5/2014	GES
Standard Exhibit System Order Form	2/5/2014	GES
Trailer Accessible Storage Order Form	2/5/2014	GES
Transportation Plus & Material Handling Form	2/5/2014	GES
Pittcon Today eEdition (ad closing & materials)	2/8/2014	C&EN
Security Guard Order Form	2/7/2014	SOA
Pittcon Today (ad closing & materials)	2/8/2014	C&EN
Pittcon Today Editorial Submissions	2/8/2014	C&EN
Pittcon Today Wrap Edition (ad closing & materials)	2/8/2014	C&EN
Computer Rentals (early discount)	2/23/2014	SmartSource
Photography Services Order Form	2/23/2014	R Engelbrecht Photography
Telecommunications & Network Services Order	02/121/2014	Smart City