



## EXHIBITOR CHECKLIST

The following checklist provides you with important deadlines relating to this year's show. Remember to order your furnishings prior to the early deadline to receive a discount!

### RETURN TO AACE INTERNATIONAL:

Exhibitor Company Listing Form - Web & Print:  
<http://www.aacei.org/am/exhibit/originalForm.shtml>  
 Request Form for Pre-registered Attendee List:  
 Exhibit Booth Staff Badge Registrations:  
<http://www.aacei.org/am/exhibit/exhibitorReg.shtml>

### DEADLINE:

ASAP  
 Friday, May 24  
 Friday, June 7

### COMPLETED:

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### RETURN TO GES EPOSITION SERVICES:

Furnishings Order Form:  
 Carpet Order Form (*Note: exhibit hall IS carpeted*):  
 Cleaning Order Form:  
 Signs & Graphics Order Form:  
 Labor Order Form:  
 Material Handling Form:  
 3<sup>rd</sup> Party Billing Request Form:

Monday, June 10  
 Monday, June 10  
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### RETURN TO sofTEC USA:

Lead Retrieval Order: (**only method of capturing email!**):

Friday, June 7

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### RETURN TO MARRIOTT WARDMAN PARK HOTEL:

Electrical Order Form:  
 Telephone Line Order Form:  
 Internet Access Order Form:

Monday, June 10  
 Monday, June 10  
 Monday, June 10

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### RETURN TO AUDIO VISUAL SERVICES COMPANY (AVSC):

Audio Visual Equipment Rental Order Form:

Friday, June 14

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