

EXHIBITOR CHECK LIST

HOUSTON

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of "early booking discounts" please note booking deadlines.

Please check your exhibitor manual for details.

DEADLINE DATES

- | | | |
|--|--------------------------------|--------------------------|
| Final Payment | 30 days prior to show | <input type="checkbox"/> |
| Hotel booked | December 24, 2009 | <input type="checkbox"/> |
| Badge names | December 30, 2010 | <input type="checkbox"/> |
| Electrical | January 2, 2010 | <input type="checkbox"/> |
| Telephone/ Internet | January 2, 2010 | <input type="checkbox"/> |
| Decorator (Spirit) | January 2, 2010 | <input type="checkbox"/> |
| (Please note that all booths are draped & carpeted. Order tables, chairs, accessories, etc.) | | |
| Pre Show shipping to Spirit Expositions | January 2, 2010 | <input type="checkbox"/> |
| Have you made arrangements for your shipment to arrive on site | | |
| January 8, 2010? | | <input type="checkbox"/> |
| Parking | FREE | |
| Audio Visual ordered | | <input type="checkbox"/> |
| Food Sampling | Temporary Food Permit obtained | <input type="checkbox"/> |
| | Online 2 -3 weeks ahead | |
| | In Person 2 days ahead | |
| Travel Arrangements made | | <input type="checkbox"/> |

(The show is over Sunday at 4pm. Booths may not be torn down prior to this.
Please schedule flights accordingly)