

# EXHIBITOR CHECK LIST

## NEW YORK/ NEW JERSEY

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	February 10, 2011	<input type="checkbox"/>
Badge names	February 25, 2011	<input type="checkbox"/>
Electrical	February 18, 2011	<input type="checkbox"/>
Telephone	February 28, 2011	<input type="checkbox"/>
Internet ( wired )	February 17, 2011	<input type="checkbox"/>
(wireless)		
Decorator (SMG)	February 17, 2011	<input type="checkbox"/>
(Please note that all booths are draped & carpeted. Order tables, chairs, accessories, etc.)		
Have you made arrangements for your shipment to arrive on site		<input type="checkbox"/>
	March 4,2011	
Pre Show shipping to SMG	February 15, 2011	<input type="checkbox"/>
Parking	FREE	<input type="checkbox"/>
Audio Visual ordered( KVL)	February 18, 2011	<input type="checkbox"/>
Food Sampling ( Fire Extinguisher if needed)		<input type="checkbox"/>
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)