

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	April 15, 2010	<input type="checkbox"/>
Badge names	April 23, 2010	<input type="checkbox"/>
Electrical	April 20, 2010	<input type="checkbox"/>
Telephone	April 27, 2010	<input type="checkbox"/>
Internet	April 9, 2010	<input type="checkbox"/>
Decorator (SMG)	April 16, 2010,	<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"/>
	April 30, 2010?	
Pre Show shipping to SMG	April 23, 2010	<input type="checkbox"/>
Parking	FREE	<input type="checkbox"/>
Audio Visual ordered(KVL)		<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)