

# EXHIBITOR CHECK LIST

## PHOENIX

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 DATE

- |  |                               |                          |
|--|-------------------------------|--------------------------|
| Final Payment  | 30 days prior to show         | <input type="checkbox"/> |
| Food Sampling (Aventura) faxed   | September 17, 2010            | <input type="checkbox"/> |
| Application for Promotional Food Events faxed  |                               | <input type="checkbox"/> |
| Audio Visual ordered (call Av Concepts)  |                               | <input type="checkbox"/> |
| Badge names  | emailed by September 17, 2010 | <input type="checkbox"/> |
| Decorator (Spirit Expositions)   | September 17, 2010            | <input type="checkbox"/> |
| (Please note that all booths are draped & carpeted. Order tables, chairs, accessories, etc.) |                               |                          |
| Electrical   | September 10, 2010            | <input type="checkbox"/> |
| Hotel booked   | September August 21, 2010     | <input type="checkbox"/> |
| Telephone / Internet   | September 10, 2010            | <input type="checkbox"/> |
| Parking  | No Pass available             |                          |
| Have you made arrangements for your shipment to arrive on site                               |                               | <input type="checkbox"/> |
| September 24, 2010   |                               |                          |

Travel Arrangements made

(The show is over Sunday at 4pm. Booths may not dismantled prior to this.

Please schedule flights accordingly)