



IMPORTANT DEADLINES

Please complete the appropriate forms in this manual to ensure timely delivery and maximum savings.

Use the following sheet to mark off each item as it is completed to make sure nothing is overlooked.

<u>When</u>	<u>Item</u>	<u>Action</u>	<u>Done</u>
ASAP	Hotel	Book hotel room(s) by contacting PCS at 888-472-7462 or reservations@preferred1.com	<input type="checkbox"/>
ASAP	Event Registration	Register your staff	<input type="checkbox"/>
<u>JUNE</u>			
Friday, 6/4	Show Guide Materials Due	Show Guide Materials due to PennWell by 6/4	<input type="checkbox"/>
Friday, 6/4	Literature/ Sample Distribution Due	Literature/Sample Distribution due to PennWell by 6/4	<input type="checkbox"/>
Friday, 6/4	Show bag Materials Due to PennWell	Materials for Show Bag must arrive to PennWell by 6/4	<input type="checkbox"/>
Friday, 6/4	Show Guide 35 Word Listing Due	35-Word Listing form must be filled out on-line by 6/4 to be included in the show guide	<input type="checkbox"/>
Friday, 6/4	Sponsor Coupon Due to PennWell	Sponsor Coupon must arrive to PennWell by 6/4	<input type="checkbox"/>
Friday, 6/4	UOR Door Prize Facts	Door Prize and Fun Fact form due to PennWell by 6/4 (formally Trivia card)	<input type="checkbox"/>
June 21 – July 28th	Warehouse Receiving Dates	You may ship materials to the warehouse during this time period	<input type="checkbox"/>
<u>JULY</u>			
Monday, 7/5	Deadline for Hotel Reservation(s)	Room rate cannot be guaranteed after this date	<input type="checkbox"/>
Friday, 7/4	Certificate of Liability Insurance Form Due	Submit Insurance to PennWell.	<input type="checkbox"/>
Tuesday, 7/6	Exhibitor Appointed Contractors (EAC) form due	If you plan on using other labor, submit Set-Up by completing the Exhibitor Appointed Contractor Request Form.	<input type="checkbox"/>
Wednesday, 7/14	Phone and Internet Order Due	To receive advanced pricing all phone and internet orders must be made by 6/4.	<input type="checkbox"/>
Wednesday, 7/14	Decorator Order Forms Due to Brede	To Receive the discount prices, full payment must be included with your order by 7/14.	<input type="checkbox"/>
Wednesday, 7/14	Electric & Computer Order Due	To receive advanced pricing all electrical and computer orders must be made by 7/14.	<input type="checkbox"/>
Wednesday, 7/22	Direct Shipments accepted at Swan and Dolphin Hotel	Direct Shipments must not arrive prior to 7/22 at the Swan and Dolphin Resort. Direct shipments arriving prior to 8/5 will not be accepted.	<input type="checkbox"/>
<u>Event Hours</u>			
Thursday, 8/5	Exhibitor Set-Up	8:00 a.m. - 4:00 p.m.	<input type="checkbox"/>
Thursday, 8/5	Exhibit Hall Open	5:30 p.m. - 8:00 p.m.	<input type="checkbox"/>
Friday, 8/6	Exhibit Hall Open*	10:00 a.m. -2:30 a.m., 4:30 p.m. – 6:30 p.m.	<input type="checkbox"/>
Saturday, 8/7	Exhibit Hall Open*	11:00 a.m. -2:00 p.m.	<input type="checkbox"/>
Saturday, 8/7	Exhibitor Dismantle	2:00 p.m. - 6:00 p.m.	<input type="checkbox"/>

* Exhibitors will be allowed in exhibit hall one hour prior to public hours.