



June 22-24, 2008
George R. Brown Convention Center
Houston, TX

Adhering to these deadline dates can save you time and money!

| <u>DEADLINE</u> | <u>FORM</u> | <u>LOOK UNDER</u> |
|------------------------|--------------------------------------|--------------------------|
| May 1 | Exhibitor Marketing Opportunities | Tab E |
| May 31 | Product Promotion Stage | Tab E |
| May 12 | Exhibitor Badge Order Form | Tab B |
| May 22 | Electrical, Plumbing, Natural Gas | Tab F |
| May 22 | Lead Retrieval Order Form | Tab B |
| May 23 | Exhibitor Appointed Contractor | Tab A |
| May 23 | Hotel Reservations | Tab G |
| May 26 | Internet Service / Telephone Service | Tab F |
| June 4 | Booth Furniture | Tab C |
| June 4 | Booth Carpet | Tab C |
| June 4 | Graphics / Signage | Tab C |
| June 4 | Hanging Signs | Tab C |
| June 4 | Rental Exhibits | Tab C |
| June 4 | Display Labor | Tab C |
| June 4 | Fork Lift Labor | Tab C |
| June 6 | Audio-Visual / Computer Rental | Tab F |
| June 6 | Booth Cleaning Form | Tab F |
| June 16 | Plant / Floral Order Form | Tab F |
| June 13 | Advance Freight Shipments | Tab C |
| June 11 | Refrigerated Display Equipment | Tab F |
| June 12 | Security Service Order Form | Tab F |
| June 20 | Refrigerated / Frozen Storage | Tab C |

EXHIBITOR CHECKLIST & DEADLINE CALENDAR