

FORM DEADLINES

| FORM | RETURN TO | DEADLINE | DATE DONE |
|---|-----------------------|-----------|-----------|
| Security | | | |
| Walkie-Talkies | | As needed | |
| Office Machines | | | |
| Photographer | | As needed | |
| Air Freight/Custom Broker | FREEMAN | As needed | |
| Airline | | As needed | |
| Limousines | AWG CHARTER SERVICE | As needed | |
| Car Rental | AVIS | As needed | |
| Final Booth Payment <small>Payment delay will forfeit listings</small> | NATPE | Sep. 21 | |
| EAC Authorization Form <small>If other than FREEMAN, or Official Vendors</small> | NATPE | Nov. 16 | |
| Early Bird Registration | NATPE | Dec. 15 | |
| Star Pass Form | NATPE | Jan. 18 | |
| Modular Rental Exhibit and Booth Unit System | FREEMAN | Dec. 28 | |
| Prestige & Classic Carpet | FREEMAN | Dec. 28 | |
| Freeman Furniture | FREEMAN | Dec. 28 | |
| Safety Container | FREEMAN | Dec. 28 | |
| Labor | FREEMAN | Dec. 28 | |
| Freeman Third Party Auth Form | FREEMAN | Dec. 28 | |
| Fire Extinguishers/Smoke Alarm | FREEMAN | Dec. 28 | |
| Signs and Graphics | FREEMAN | Dec. 28 | |
| Freeman Method of Payment Auth & Order Forms | FREEMAN | Dec. 28 | |
| Housing Request Form | HOUSING BUREAU | Dec. 10 | |
| Exhibitor Show Guide Listing | NATPE | Nov. 29 | |
| Insurance Certificate <small>From Insurance broker; not necessary if paid on contract.</small> | NATPE | Jan. 11 | |
| General Information Form | NATPE | Dec. 21 | |
| Floor Plan/Design Grid | SEE FORM | Dec. 21 | |
| Catering | MANDALAY BAY | | |
| Booth Cleaning | MANDALAY BAY | | |
| Telephone/Internet Service | MANDALAY BAY | | |
| Electrical Service | MANDALAY BAY | | |
| Cellular Phones | MANDALAY BAY | | |
| Plants/Floral | ALL CONVENTION FLORAL | As Needed | |
| Comp Exhibitor Registrations | NATPE | Jan. 18 | |
| Hostesses/Models | JUDY VENN | As Needed | |
| Audio- Visual | AVW-TELAV | | |
| Computer Rentals | AVW-TELAV | | |