

## IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish. Please note, some of these forms are **required to exhibit**.

The products and services listed below are offered directly through Informa Markets. Avoid last minute delays and save money by taking advantage of the advance deadlines.

We recommend you keep a copy of all orders and take them with you to show site.

ITEM	ADVANCE DEADLINE	ORDERED/RETURNED
<u><b>Insurance (Liability) Order Form (required)</b></u> For assistance contact: <a href="mailto:ARSM@informa.com">ARSM@informa.com</a>	<u>ASAP</u>	_____
<u><b>Catering Services - Proof of the Pudding</b></u> For assistance contact: <a href="mailto:switte@proofpudding.com">switte@proofpudding.com</a>	<u>ASAP</u>	_____
<u><b>Communication Services Order Form (WIFI)</b></u> For assistance contact: <a href="mailto:Vladimir.Danylyshyn@informa.com">Vladimir.Danylyshyn@informa.com</a>	<u>January 13</u>	_____
<u><b>Tent Forms</b></u> For assistance contact: <a href="mailto:chris.fleming@informa.com">chris.fleming@informa.com</a>	<u>January 23</u>	_____
<a href="#">Click Here for Hotel Reservations</a>	<u>ASAP</u>	_____
<u><b>Electric Services</b></u> For assistance contact: <a href="mailto:Yemmy.Gongora@informa.com">Yemmy.Gongora@informa.com</a>	<u>January 16</u>	_____
<u><b>Convention Services and Equipment</b></u> For assistance contact: <a href="mailto:Claire.VanDyk@informa.com">Claire.VanDyk@informa.com</a>		
• <u>Booth Package</u>	<u>January 16</u>	_____
• <u>Carpet</u>	<u>January 16</u>	_____
• <u>Flooring</u>	<u>January 16</u>	_____
• <u>Forklift Service Order Form</u>	<u>January 16</u>	_____
• <u>Furniture</u>	<u>January 16</u>	_____
• <u>Material Handling Form</u>	<u>January 16</u>	_____
• <u>Material Shipping Instructions</u>	<u>January 16</u>	_____
• <u>Modular Hardwalls</u>	<u>January 16</u>	_____
• <u>Special Signs</u>	<u>January 16</u>	_____
• <u>Vacuuming &amp; Cleaning</u>	<u>January 16</u>	_____
<u><b>After Hours Event Order Form</b></u> For assistance contact: <a href="mailto:Jacqueline.Deffler@informa.com">Jacqueline.Deffler@informa.com</a>	<u>February 3</u>	_____
<u><b>Credentials (required)</b></u> For assistance contact: <a href="mailto:Tiffany.Fascher@informa.com">Tiffany.Fascher@informa.com</a>	<u>February 6</u>	_____