



June 27-29, 2010
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 7	Exhibitor Marketing Opportunities	Tab E
May 16	Exhibitor Badge Order Form	Tab B
May 28	Lead Retrieval Order Form	Tab B
May 17	Exhibitor Appointed Contractor	Tab A
May 21	Hotel Reservations	Tab G
May 28	Fabric Solutions	Tab C
June 4	Advance Freight Shipments	Tab C
June 6	Internet Service / Telephone Service	Tab F
June 6	Electrical, Plumbing, Natural Gas	Tab F
June 10	Plant / Floral Order Form	Tab F
June 11	Booth Furniture	Tab C
June 11	Booth Carpet	Tab C
June 11	Graphics / Signage	Tab C
June 11	Hanging Signs	Tab C
June 11	Rental Exhibits	Tab C
June 11	Display Labor	Tab C
June 11	Fork Lift Labor	Tab C
June 11	Audio-Visual / Computer Rental	Tab F
June 12	Booth Cleaning Form	Tab F
June 17	Refrigerated Display Equipment	Tab F

**EXHIBITOR CHECKLIST &
DEADLINE CALENDAR**