

ORDER FORM CHECKLIST/DEADLINES



Pay close attention to ALL deadline dates.

<u>SHOW MANAGEMENT FORMS</u>	DEADLINE DATE	
Public Relations & Publicity Opportunities (pg. 7).....	December	9
Exhibitor Appointed Contractor (pg. 19).....	December	9
Insurance Form (pg. 24).....	ASAP	
Exhibitor Credential Order (pg. 28).....	December	9
Working Exhibitor Information (pg. 29).....	December	9
Working Exhibitor Credential Order (pg. 30).....	December	9
Exhibitor Guest Ticket Order (pg. 33).....	December	9
Boat Information & Space Diagram (pg. 34& 35).....	December	9

BALTIMORE CONVENTION CENTER

Utility Service Order Form – Edlen.....	December	29
Telecommunications Service Order Form - Edlen.....	December	29

DECORATOR: SHEPARD EXPO

Hanging Sign Order.....	December	27
Furniture Rental Order.....	December	27
Carpet Order.....	December	27
Labor Order.....	December	27
Material Handling Rates & Info.....	December	27
Sign Order.....	December	27

SERVICE CONTRACTORS

Projection Presentation Technology (A/V Equipment).....		
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