

# ORDER FORM CHECKLIST



**Pay close attention to deadline dates.**

## **Show Management Forms**

Public Relations & Publicity Opportunities (pg. 7)  
Exhibitor Appointed Contractor (pg. 18)  
Exhibitor Credential Order (pg. 26)  
Working Exhibitor Information (pg. 27)  
Working Exhibitor Credential Order (pg. 28)  
Exhibitor Guest Ticket Order (pg. 29)  
Boat Information & Space Diagram (pg. 30-31)  
Dolly Rental Order (pg. 31)  
Insurance Form (pg. 39)

## **DEADLINE DATE**

November 18  
November 7  
November 18  
November 1  
November 18  
November 18  
November 7  
November 7  
November 18

## **Service Providers**

Metro Multi Media- AV Equipment  
Spring Valley Floral Decorations Order

## **Official Contractors Metropolitan Exposition (Official Decorating Contractor)**

FURNITURE & CARPET  
SIGNAGE & GRAPHICS ORDERS  
HANGING SIGNS/BANNER ORDERS  
INSTALLATION/DISMANTLE LABOR  
ADVANCE SHIPMENTS GO TO ABF  
DIRECT SHIPMENTS Will be handled exclusively by NMMA – Received on of after

December 14, 2011  
December 14, 2011  
December 14, 2011  
December 14, 2011  
December 23, 2011  
December 30, 2011

## **Jacob Javits – Tool Kit**

Payment Form  
Electrical Services Request  
Javits Cleaning Services Request  
Plumbing Services Request  
Telecommunications Request  
Catering Services Request

December 20, 2011  
December 20, 2011  
December 20, 2011  
December 20, 2011  
December 20, 2011