



Exhibit Days: November 3 – November 6, 2009
Education Days: November 2 – November 5, 2009
Las Vegas Convention Center
Las Vegas, Nevada USA

Deadline	Material	Sent
Aug. 7	Complimentary Banquet Ticket Request Due	_____
Aug. 21	SEMA Show Student Program Application	_____
Aug. 31	International Buyers' Guide Advertising Space Reservation	_____
Aug. 31	Show Directory Advertising Space Reservations	_____
Sept. 4	Celebrity Appearance Notification	_____
Sept. 4	Exhibit Space Design Notification	_____
Sept. 4	Hanging Sign Design Notification Order	_____
Sept. 4	Media Conference Application	_____
Sept. 4	Show Directory Listing Information Due (Online Only)	_____
Sept. 7	Directory Advertising Materials Due	_____
Sept. 7	International Buyers' Guide Advertising Materials Due	_____
Sept. 7	International Buyers' Guide Complimentary Listing	_____
Sept. 14	Exhibitor Registration Due - (To Receive Badges in Mail) International Mail/Fax	_____
Sept. 16	Exhibitor Registration Due - (To Receive Badges in Mail) International Online	_____
Sept. 16	Hotel Reservations	_____
Sept. 25	Company Information for PR Contacts	_____
Sept. 25	Exhibitor-Appointed Contractor Application	_____
Sept. 25	Product Giveaway Receipt Request	_____
Oct. 2	Booth Food Service (Advance Rate)	_____
Oct. 2	Exhibitor Insurance (only if purchased from John Buttine)	_____
Oct. 2	Exhibitor Registration Due - (To Receive Badges in Mail) Domestic Mail / Fax	_____
Oct. 2	Fabric Solutions / TotalFlex	_____
Oct. 2	Lead Retrieval Rental (Early Rate)	_____
Oct. 2	Sponsorship Materials Due	_____
Oct. 2	Vehicle Detailing (Advance Rate)	_____
Oct. 6	Exhibitor Registration Due - (To Receive Badges in Mail) Domestic Online	_____
Oct. 9	Carpet & Cleaning Order (Advance Rate)	_____
Oct. 9	Copy / Printing Services (Discount Rate)	_____
Oct. 9	Digital Cable Order (Advance Rate)	_____
Oct. 9	Electrical Order (Advance Rate)	_____

DEADLINE CHECKLIST



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Deadline	Material	Sent
Oct. 9	Feature Vehicle Display Application (Online Only)	_____
Oct. 9	Freeman Accessories (Advance Rate)	_____
Oct. 9	Freeman Credit Card Authorization	_____
Oct. 9	Freeman Furnishings (Advance Rate)	_____
Oct. 9	Hanging Truss, Chain Hoist, Lighting & Stagehand Labor (Advance Rate)	_____
Oct. 9	Telephone / Internet Order (Advance Rate)	_____
Oct. 9	Labor, Installation & Dismantle	_____
Oct. 9	Making Green Cool Zone	_____
Oct. 9	Material Handling Order Form	_____
Oct. 9	Method of Payment Form	_____
Oct. 9	New Products Awards Entry (Online Only)	_____
Oct. 9	Project Vehicle Builders	_____
Oct. 9	Rental Exhibit Order (Advance Rate)	_____
Oct. 9	Rigging Equipment Labor Order	_____
Oct. 9	Safety Container Rental (Advance Rate)	_____
Oct. 9	Security Guard Service (Advance Rate)	_____
Oct. 9	Special Signs & Graphics (Advance Rate)	_____
Oct. 9	Standard Furniture Order (Advance Rate)	_____
Oct. 9	Target Time Changes	_____
Oct. 9	Third Party Payment (Freeman)	_____
Oct. 9	Utilities – Air / Water / Drain Order (Advance Rate)	_____
Oct. 16	Audio / Visual (Advance Rate)	_____
Oct. 16	Computer Rental (Advance Rate)	_____
Oct. 16	Manufactures Rep Matching Service	_____
Oct. 16	Members Lounge Conference Room Reservation	_____
Oct. 16	Meeting / Function Space Reservation	_____
Oct. 16	Technical Seminar Application	_____
Oct. 18	Exhibitor Registration (Closes)	_____
Oct. 20	Lead Retrieval Rental - No Refunds	_____
Oct. 23	Advance Shipments to Freeman Warehouse (Including New Products, Hanging Signs & Silent Auction Items)	_____
Oct. 23	Plant and Floral Order	_____
Oct. 27	Lead Retrieval Rental (Advance Rate)	_____