



Las Vegas Convention Center, Las Vegas, Nevada
Exhibit Days: November 1 – 4, 2011
Education Days: October 31 – November 4, 2011

DEADLINES CHECKLIST

September

September 2 Celebrity Appearance Notification
September 2 Exhibitor Product Training Sessions – To be included in printed material
September 2 Media Conference Application
September 2 *Show Directory* Listing Information Due
September 2 *Show Directory* Advertising Space Reservations
September 9 Exhibit Space Design Notification (for all exhibits 400 NSF or more)
September 9 Hanging Sign Design Notification Order
September 9 *Show Directory* Advertising Materials Due
September 16 PR Company Contact Information
September 23 CompuSystems: International Exhibitor Registration - (To Receive Badges in Mail)
September 30 Booth Food Service (Advance Rate) – ARAMARK
September 30 Exhibitor-Appointed Contractor Application
September 30 Fabric Solutions - Freeman
September 30 Sponsorship Materials Due - Motor Media
September 30 Vehicle Detailing (Advance Rate) - ECA Ltd.
September 30 Student Program Application (Interns)

October

October 3 Lead Retrieval Rental (Advance Rate) - CompuSystems
October 7 Carpet and Cleaning Order (Advance Rate) - Freeman
October 7 Credit Card Authorization - Freeman
October 7 Cable Order (Advance Rate) - Smart City
October 7 Electrical Order (Advance Rate) - Freeman
October 7 Exhibit Accessories (Advance Rate) - Freeman
October 7 Exhibit Furnishings (Advance Rate) - Freeman
October 7 Feature Vehicle Display Application
October 7 Hanging Truss, Chain Hoist, Lighting and Stagehand Labor (Advance Rate) - Freeman
October 7 Labor, Installation and Dismantle - Freeman
October 7 Members Lounge Conference Room Reservation
October 7 Method of Payment - Freeman
October 7 New Products Entry (Advance Rate)
October 7 Project Vehicle Builders
October 7 Rental Exhibit Order (Advance Rate) - Freeman
October 7 Rigging Equipment Labor Order - Freeman
October 7 Booth Security Guard Service (Advance Rate) – COPS & Pro-Tect
October 7 Special Signs and Graphics (Advance Rate) - Freeman
October 7 Target Time Changes - Freeman
October 7 Telephone/Internet Order (Advance Rate) - Smart City
October 7 Third Party Payment - Freeman
October 7 Utilities: Air/Water/Drain Order (Advance Rate) - Freeman
October 14 After-Hours Events
October 14 Exhibitor Registration Due (To Receive Badges in Mail)
October 14 Exhibitor Booth Insurance (if purchased from John Buttine)
October 14 Exhibitor Product Training Sessions
October 14 Manufacturer's Rep Matching Service
October 14 Meeting/Function Space Reservation
October 21 Audio/Visual (Advance Rate) - PRG
October 21 Computer Rental (Advance Rate) - PRG
October 21 Advance Shipments to Freeman Warehouse - Freeman
(Including New Products and Hanging Signs)
October 21 Photography Order – Expo Ease
October 21 Plant and Floral Order – Expo Ease
October 28 After-Hours Event - Proof of Security