

EXHIBITOR CHECKLIST

Obligatory Forms

Deadline: August 28, 2009

- Complimentary Sign Order Form p. 28
- Customization of Booth Request Form p. 29
- Booth Order Form p. 30
- Method of Payment p. 31
- Labor Request Form p. 32
- Shipment Notification Form p. 33
- Permanent Tenant Move Form p. 34
- Exhibitor Appointed Contractor Form p. 35

Optional Forms

Deadline: See Forms

- Display Grid Order Form p. 36
- Bottled Water Order Form p. 37
- Display Case Order Form p. 38
- Floral Order Form p. 40
- Lead Retrieval Order Form p. 42