



EXHIBITOR CHECKLIST

Merchandise Mart Forms Deadline: January 6, 2012

- Method of Payment (Required) p. 19
- Booth Order Form p. 20
- Customization of Booth Request Form p. 21
- Labor Request Form p. 22
- Exhibitor Appointed Contractor Form p. 23
- Permanent Tenant Move Form p. 24
- Sign Order Form p. 25
- Shipment Notification Form p. 26

Outside Vendor Forms Deadline: See each form

- Linen Order Form p. 27
- Display Grid Order Form p. 28
- Alternative Display Order Form p. 29
- Furniture Rental Form p. 30
- Autopoles and Wallcovering p. 33
- Plant Order Form p. 34
- Custom Signage Forms p. 35
- Staffing Order Form p. 37
- Display Case Forms p. 38
- Pedestal Rental Form p. 39
- Suit/Sportswear Form Rental p. 41
- Bottled Water Service p. 42

