

EXHIBITOR CHECKLIST

Merchandise Mart Forms

Deadline: May 7, 2010

- Method of Payment (Required) p. 18
- Shipping Information Form (Required) p. 19
- Booth Order Form p. 20
- Labor Request Form p. 21
- Customization of Booth Request Form p. 22
- Exhibitor Appointed Contractor Form p. 23
- Booth Event/ Meeting Notification Form p. 24
- Permanent Tenant Move Form p. 25
- Complimentary Booth Signage Form p. 26

Vendor Forms

Deadline: See forms.

- Audio Visual Rental Form – AV Chicago p. 27
- Both Staffing Order Form – Expo Temps, Inc. p. 31
- Computer, Video Wall, Large Display Rental Form – Rentfusion p. 32
- Custom Signage Form – Katherine Frank Creative p. 33
- Display Case Rental Form – VU Case Rental p. 36
- Floral form – Kabloom p. 38
- Plant Rental Form – Northern Greenhouses p. 40
- International Shipping Broker – Rogers Worldwide p. 41
- Lead Retrieval Form – Expo Data Capture p. 43
- Linen Order Form – Carousel Linens, Inc. p. 48
- Modular Booth Display – Nimlok p. 49
- Pedestal Order Form – Art Source Group p. 50
- Photography Form – Oscar Einzig p. 51
- Water Service Form – Hinckley Springs p. 54

