

DEADLINE CHECKLIST

Dates subject to change.

- Booth Application Available Online 05/20/09
- **Last day to submit Booth Space Application and 50% deposit in order to be assigned space based on Priority Points** **07/31/09**
- Full payment required with submission of Booth Space Application 08/01/09
- Booth assignment notification online 10/01/09
- Exhibitor Marketing Tools available online 10/15/09
- New Product Showcase entry process available online 10/15/09
- Exhibitor badge ordering available online 10/15/09
- Last day for booth cancellation with refund less processing fee 11/06/09
- **Balance for booth space due** **11/06/09**
- Exhibitor Services Manual available for download 12/18/09
- Trade Show Directory listing deadline 1/6/10
- **New Product Showcase prices increase** **1/15/10**
- **Booth price changes to \$21.50 per square foot** **1/25/10**
- Last day to order exhibitor badges online 2/12/10
- Deadline to order complimentary preprinted brochures and stickers 2/26/10
- Deadline to register for the Allan L. Levey Golf Tournament 2/26/10
- Deadline for discounted rates from General Services Contractor (GES) orders 3/2/10
- **Last Day for New Product Showcase entries** **3/5/10**
- Last day for shipment to be received at the GES warehouse 3/17/10
- First day for shipments to arrive at show site 3/23/10