

CHECKLIST OF DEADLINES

MAHTS 2012 ATLANTIC CITY

After the deadlines listed below, pre-show discounts are no longer in effect. Save money by ordering early.

| <u>DUE DATE</u> | <u>ACTION REQUIRED</u> | <u>DATE ORDERED</u> | <u>TOTAL MONEY</u> | <u>DATE COMPLETED</u> |
|-----------------|--|-------------------------|------------------------|---------------------------|
| | Certificate of Insurance To EP Henry | _____ | _____ | _____ |
| January 23 | Hotel Reservations Cutoff Date | _____ | _____ | _____ |
| January 30 | Discount Price Deadline for Show Services | | | |
| | Conexsys Lead Retrieval | _____ | _____ | _____ |
| | Furniture Orders | _____ | _____ | _____ |
| | Material Handling Order | _____ | _____ | _____ |
| | Labor Service | _____ | _____ | _____ |
| | Floral Rental Orders | _____ | _____ | _____ |
| | Banner, Sign Orders | _____ | _____ | _____ |
| | Electrical Service Orders | _____ | _____ | _____ |
| | Telecom & Internet Service Orders | _____ | _____ | _____ |
| | Plumbing Orders | _____ | _____ | _____ |
| | Audio Visual Orders | _____ | _____ | _____ |
| | Exhibitor Advance Personnel Registration Deadline | _____ | _____ | _____ |