

CHECKLIST OF DEADLINES

Deadlines listed do not guarantee that the product or service is still available.
After the deadlines listed below, pre-show discounts are no longer in effect.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>	
November 4	Certificate of Insurance To EP Henry	
November 16	Hotel Reservations Cutoff Date	
November 29	Exhibitor Advance Personnel Registration Deadline	
<u>Discount Price Deadlines for Show Services</u>		
November 18	Electrical Service Orders	ACCC Utility Services Department
November 18	Plumbing Orders	ACCC Utility Services Department
November 18	Telecom & Internet	Smart City Networks
November 18	Audio Visual Orders	Encore Global
November 22	Lead Retrieval	Conexsys Registration
November 29	Furniture Orders	AEX Convention Services
November 29	Material Handling Orders	AEX Convention Services
November 29	Labor Service	AEX Convention Services
November 29	Floral Rental Orders	AEX Convention Services
November 29	Banner, Sign Orders	AEX Convention Services

PRESENTED BY:

EPHENRY. BELGARD®