

training 2010 conference & expo

Training 2010 Conference & Expo
Conference: February 1-3, 2010
Exposition: February 1-2, 2010
San Diego Convention Center

CRITICAL DATES & DEADLINES

| DUE DATE / DISCOUNT DEADLINE | FORM NAME | SERVICE PROVIDER | DONE <input checked="" type="checkbox"/> |
|------------------------------------|---|---------------------|---|
| ASAP | Advertising & Sponsorship Opportunities | Show Mgmt | |
| ASAP | Catering Order Form | Centerplate | |
| ASAP | Floral Order Form | Expo Plant Services | |
| ASAP | Models & Hosts Order Form | Image | |
| ASAP | Photography Order Form | Oscar Einzig | |
| DECEMBER | | | |
| December 14 | Multi-Level/Covered Exhibit Request Form | Show Mgmt | |
| December 14 | Show Directory Information Deadline | Show Mgmt | |
| December 14 | Event Guide Advertising Order Form | Show Mgmt | |
| December 15 | Prize Drawing | Show Mgmt | |
| December 28 to January 22 | Dates When Shipments to the Freeman Advance Warehouse May Arrive | Freeman | |
| Early Bird December 30 | Lead Retrieval Order Forms | CDS Registration | |
| JANUARY | | | |
| January 4 | Expo Pass Order Form | Show Mgmt | |
| January 8 | Pre-Show Attendee Mailing List Request | Show Mgmt | |
| January 8 | Booth Waiver Request Form | Show Mgmt | |
| January 8 | Exhibitor Appointed Contractor Notification | Show Mgmt | |
| January 8 | Photographer Approval Form | Show Mgmt | |
| January 8 | Online Registration to Receive Badge(s) by Mail | Show Mgmt | |
| January 12 | Deadline for Arrival of Sea Freight | Kuehne + Nagel | |
| January 15 | Insurance Enrollment Form | Buttine Insurance | |
| January 15 | Material Handling Order Form | Freeman | |
| January 15 | Exhibit Transportation Order Form | Freeman | |
| January 15 | Outbound Shipping Order Form | Freeman | |
| January 15 | Method of Payment | Freeman | |
| January 15 | Third Party Authorization | Freeman | |
| January 15 | Electrical Order Form | Freeman | |
| January 15 | Electrical Labor Order Form | Freeman | |
| January 15 | Air-Water-Drain-Gas Order Form | Freeman | |
| January 15 | Furnishings Essentials Order Form | Freeman | |
| January 15 | Select Furnishings Order Form | Freeman | |
| January 15 | Accessories Order Form | Freeman | |
| January 15 | Showcases Order Form | Freeman | |
| January 15 | Carpet Order Form | Freeman | |
| January 15 | Cleaning Order Form | Freeman | |
| January 15 | Exhibit Packages Order Form | Freeman | |
| January 15 | Rental Exhibits Order Form | Freeman | |
| January 15 | Exhibit Accessories Order Form | Freeman | |
| January 15 | TotalFlex Order Form | Freeman | |
| January 15 | Graphics & Signs Order Form | Freeman | |
| January 15 | Installation & Dismantle Labor Order Form | Freeman | |
| January 15 | Forklift / Rigging Labor Order Form | Freeman | |
| January 15 | Telecommunications, Internet & Cable Order Form | Smart City | |

training 2010 conference & expo

Training 2010 Conference & Expo
 Conference: February 1-3, 2010
 Exposition: February 1-2, 2010
 San Diego Convention Center

CRITICAL DATES & DEADLINES

| DUE DATE / DISCOUNT DEADLINE | FORM NAME | SERVICE PROVIDER | DONE <input checked="" type="checkbox"/> |
|------------------------------------|--|---------------------|---|
| January 18 | Deadline for Arrival of Air Freight | Kuehne + Nagel | |
| January 22 | Audio Visual/Computer Rental Order Form | PSAV | |
| Late Advance January 22 | Lead Retrieval Order Forms | CDS Registration | |
| January 30 to January 31 | Dates when Direct Shipments to the San Diego Convention Center May Arrive | Freeman | |