

Important Deadlines

Form / Deadline	Date	✓
Sponsorship Agreement/Show Directory Advertising	November 25, 2011	
Booth Set-Up Form	December 12, 2011	
Mannequin Order Form	December 12, 2011	
Labor Order Form (Advanced Pricing)	December 12, 2011	
Metropolitan Booth Furnishings (Advanced Pricing)	December 12, 2011	
Catering Order Form - Full Payment	January 3, 2012	
Telecommunications Order Form (Advance Pricing)	January 3, 2012	
Electrical Order Form (Advanced Pricing)	January 3, 2012	
Exhibitor Badge Order Form	January 6, 2012	
Cleaning Order Form	January 12, 2012	
Custom Broker / Freight Forwarder	Deadline for arrival of sea freight at New York port January 2, 2012 Deadline for arrival of air freight at JFK Airport January 5, 2012	
Advance Warehouse Shipping (Advance Pricing)	Between December 12, 2011 – January 9, 2012	
Only Day to Accept Show Site Deliveries	January 13, 2012	
Lead Retrieval Order Form	January 13, 2012	