

# sensors expo & conference

## ARE YOU ON SCHEDULE?

**Save \$\$\$ in service fees!** The following is a list of key order forms and the date by which they must be returned in order to receive discounted prices or to guarantee service. For services not listed, please check individual forms.

<b>SERVICE / DESCRIPTION</b>	<b>DEADLINE DATE</b>
Hotel Reservations	<b>ASAP</b>
Sponsorship Opportunities	<b>ASAP</b>
Exhibitor Badge Registration	<b>ASAP</b>
Booth Design Plans	May 07, 2010
Exhibitor Appointed Contractor	May 07, 2010
Plants & Floral	May 07, 2010
Lead Retrieval	May 11, 2010
Certificate of Insurance	May 12, 2010
Catering Services	May 21, 2010
Electrical Service	May 21, 2010
Telephone & Internet Service	May 21, 2010
Carpet Rental	May 21, 2010
Freight Handling	May 21, 2010
Furniture Rental	May 21, 2010
Labor	May 21, 2010
Signs (Production & Hanging)	May 21, 2010
Computer Equip. & Printers	June 04, 2010
Audio Visual Services	June 04, 2010
Shipping to Advance Warehouse	<b>(NO LATER THAN June 3, 2010)</b>
Shipping to Show Site	<b>(<u>NOT BEFORE</u> June 5, 2010)</b>