



IMPORTANT DEADLINES

Please complete the appropriate forms in this manual to ensure timely delivery and maximum savings.
Use the following sheet to mark off each item as it is completed to make sure nothing is overlooked.

<u>When</u>	<u>Item</u>	<u>Action</u>	<u>Done</u>
ASAP	Hotel	Book hotel room(s) by contacting PCS at 888-472-7462 or http://www.preferred1.com/event.asp?SHOWID=OG10	<input type="checkbox"/>
ASAP	Event Registration	Register your staff http://www.ogmtna.com/index/registration-information.html	<input type="checkbox"/>
<u>AUGUST</u>			
Friday, 8/6	Certificate of Liability	Submit Insurance to PennWell by August 6, 2010.	<input type="checkbox"/>
Friday, 8/10	Cleaning and Electrical Orders Due	To receive advanced pricing on orders, fees must be paid by August 10, 2010.	<input type="checkbox"/>
Tuesday, 8/17	Freeman A/V	To receive advanced pricing on audio visual orders must be made by August 20, 2010.	<input type="checkbox"/>
Tuesday, 8/17	Brede Exposition Services	To receive the discount prices, full payment must be included with your order by August 17, 2010.	<input type="checkbox"/>
Friday, 8/20	Internet	Fax completed Internet form by August 20, 2010 to (504) 556-3776.	<input type="checkbox"/>
Thursday, 8/26	Deadline for Hotel Reservation(s)	Room rate cannot be guaranteed after this date.	<input type="checkbox"/>
Thursday, 8/26	Exhibitor Registration Due	Final day to register booth staff – August 26 th .	<input type="checkbox"/>