

sensors expo & conference

JUNE 6-7, 2012 • ROSEMONT, IL
DONALD E. STEPHENS CONVENTION CENTER

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.

SERVICE / DESCRIPTION	DEADLINE DATE
Hotel Reservations	ASAP
Sponsorship Opportunities	ASAP
Exhibitor Badge Registration	ASAP
Booth Design Plans	May 4, 2012
Exhibitor Appointed Contractor	May 4, 2012
Plants & Floral	May 4, 2012
Lead Retrieval	May 9, 2012
Certificate of Insurance	May 11, 2012
Catering Services	May 18, 2012
Electrical Service	May 18, 2012
Telephone & Internet Service	May 18, 2012
Carpet Rental	May 18, 2012
Freight Handling	May 18, 2012
Furniture Rental	May 18, 2012
Labor	May 18, 2012
Signs (Production & Hanging)	May 18, 2012
Computer Equip. & Printers	May 30, 2012
Audio Visual Services	May 30, 2012
Shipping to Advance Warehouse	(PRICE DEADLINE May 25, 2012, NO LATER THAN May, 31, 2012)
Shipping to Show Site	(<u>NOT</u> BEFORE June 4, 2012)