



EXHIBITOR SERVICE KIT

June 21-23, 2010
Austin Convention Center
Austin, TX

DEADLINES & CHECKLIST

Certificate of Insurance	May 7, 2010
Free Show Directory Listing	May 21, 2010
Emergency Contact Information	May 21, 2010
Hotel Reservations (Hilton Austin).....	May 21, 2010
Vehicle Specifications Notice	May 21, 2010
Freeman Advance Warehouse Receiving (no earlier than).....	May 24, 2010
Early Bird Registration Rates	May 24, 2010
Exhibitor Advance Registration	May 24, 2010
Electrical (ACCD)	June 7, 2010
AV/Computer Rental (Freeman AV).....	June 7, 2010
Internet (ACCD)	June 7, 2010
Freeman Discount Order Deadline.....	June 7, 2010
Booth Furnishings, Exhibits & Accessories	June 7, 2010
Booth Cleaning	June 7, 2010
Signs & Graphics.....	June 7, 2010
Hanging Sign & Rigging	June 7, 2010
Material Handling.....	June 7, 2010
Lead Retrieval	June 11, 2010
Freeman Advance Warehouse Receiving Deadline.....	June 14, 2010
Show Site Receiving	June 20, 2010