



Meeting Dates: October 24- October 29, 2010
Exhibit set-up Dates: October 25 (12noon – 8:00 pm)
Exhibit Show Dates: October 26-28, 2010
Exhibit move-out Date: October 28 (after 12:00 pm)
(Preliminary schedule – subject to change)

Exhibit Planner

HAWAII 2010 MEETING CHECKLIST

- Send in Exhibitor Application & Booth Deposit by June 30, 2010**
- Receive Confirmation**
- Receive Booth Assignment Notification & Invoice**
- Send in Final Booth Payment by August 25, 2010**
- Review Corporate Sponsorship Opportunities, Advertising**
- Receive Updated Meeting Information and Registration Forms**
- Register Online by October 1, 2010**
- Make Hotel Reservations by September 24, 2010**
- Make Airline/Transportation Reservations**
- Distribute Meeting Information to all Show Personnel**
- Receive Exhibitor Service Kit**
- Send Back Forms For Freight, Installation Requirements, Etc**
- Ship Freight and Booth Materials For Customs, Storage and Delivery**
- Give Final Instructions and Program Information to Show Personnel**

NOTES: