



Exhibit Planner

LAS VEGAS 2009 MEETING CHECKLIST

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| Meeting Dates: | October 25- October 29, 2009 |
| Exhibit set-up Dates: | October 26 (12noon – 8:00 pm) |
| Exhibit Show Dates: | October 27-28, 2009 |
| Exhibit move-out Date: | October 28 (after 12:45 pm) |
| (Preliminary schedule – subject to change) | |

- Send in Exhibitor Application & Booth Deposit by June 30, 2009
- Receive Confirmation
- Receive Booth Assignment Notification & Invoice
- Send in Final Booth Payment by August 25, 2009
- Review Corporate Sponsorship Opportunities, Advertising
- Receive Updated Meeting Information and Registration Forms
- Register Online by October 15, 2009
- Make Hotel Reservations by August 30, 2009
- 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: