



Conference: February 3-5, 2010 ~ Exhibits: February 3- 4, 2010
Moscone North Convention Center ~ San Francisco, CA

www.tri-conference.com

DEADLINE CHECK LIST

All materials are due by the dates shown. Be sure to prepare early to meet these dates and avoid delays and late fees.

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|--------------------------|------------------|---|
| <input type="checkbox"/> | December 18 | Program and Event Guide Advertising |
| <input type="checkbox"/> | December 21 | Company Description |
| <input type="checkbox"/> | December 23 | Poster Presentation Deadline |
| <input type="checkbox"/> | With First Order | Credit Card Authorization |
| <input type="checkbox"/> | December 30 | Exhibitor Appointed Contractor Authorization Form |
| <input type="checkbox"/> | December 30 | Prestige Booth Carpet Order Form |
| <input type="checkbox"/> | January 4 | Product Category Deadline |
| <input type="checkbox"/> | January 4 | New Product Pavilion Listing in Guide & Bin Location |
| <input type="checkbox"/> | January 6 | Marriott San Francisco Hotel Reservation Cut Off |
| <input type="checkbox"/> | January 8 | Lead Retrieval Orders |
| <input type="checkbox"/> | January 12 | Rental Exhibits Advance Order Deadline |
| <input type="checkbox"/> | January 12 | Rental Exhibits Accessories Order Form |
| <input type="checkbox"/> | January 19 | Third-Party Payment Authorization |
| <input type="checkbox"/> | January 19 | Booth Labor Order |
| <input type="checkbox"/> | January 19 | Forklift Labor Order |
| <input type="checkbox"/> | January 19 | Hanging Signs Labor and Position Order Form |
| <input type="checkbox"/> | January 19 | Booth Cleaning & Porter Services |
| <input type="checkbox"/> | January 19 | Furniture & Accessories Orders |
| <input type="checkbox"/> | January 19 | Tables |
| <input type="checkbox"/> | January 19 | Skirting & Drape |
| <input type="checkbox"/> | January 19 | Standard Booth Carpet Order |
| <input type="checkbox"/> | January 19 | Electrical Orders |
| <input type="checkbox"/> | January 19 | Telecommunication/Internet Form Order |
| <input type="checkbox"/> | January 19 | Audio Visual & Computer Rental Order |
| <input type="checkbox"/> | January 19 | Floral Order Form |
| <input type="checkbox"/> | January 20 | Sponsor/Exhibit Registration Form deadline |
| <input type="checkbox"/> | January 26 | Advance Freight Shipment Deadline |
| <input type="checkbox"/> | February 2 | First Day of Direct Freight Acceptance |