



THE 2009 SCHOOL EQUIPMENT SHOW EXHIBITOR CHECKLIST/IMPORTANT DATES

Take advantage of advance order discounts!

Due Date	√	Action Item	Section
ASAP		PROMOTE YOUR PARTICIPATION IN SES TO CURRENT AND PROSPECTIVE CUSTOMERS	Additional Services
ASAP		Labor Order for Installation/Dismantle – Freeman	Shipping Instr./ Material Handling
Sept.25		Pre-registration deadline for booth personnel	Registration
Sept. 25		Early Bird deadline for Lead Retrieval Reader Systems – RCS	Additional Services
Oct. 16		Exhibitor Appointed Contractor Authorization and Insurance Forms -EMI	Area Work Rules
Oct. 16		Catering Services Order Deadline – Aventura Catering	Additional Services
Oct. 19		Advance freight accepted at warehouse - Freeman	Shipping Instr./ Material Handling
Oct. 23		Housing Reservations – after Oct. 23, hotel rates may significantly increase	Housing
Nov. 2		Deadline to hold In-Booth Sales Meetings – EMI	Sales Meetings
Nov. 2		Advanced Order Deadline for Telecommunications Services – PCC	Electrical, Plumbing Telephone
Nov. 2		Advanced Order Deadline for Electrical Service – PCC	Electrical, Plumbing Telephone
Nov. 2		Discount Price Deadline for Booth Furnishings (furniture, carpet, signage, cleaning) – Freeman	Booth Furnishings
Nov. 2		Advance Order deadline for Lead Retrieval Systems – RCS	Additional Services
Nov. 2		Florist – Convention Plant Designs	Additional Services
Nov. 2		Photography – Ellen Dallager: Photography	Additional Services
Nov. 6		Deadline for Advanced Shipment to the Warehouse – Freeman	Shipping Instr./ Material Handling
Nov. 16		On-Site Shipments are Accepted at the Phoenix Convention Center	Shipping Instr./ Material Handling
Nov. 17		Booth set by 5 PM	General Info/ Rules & Regs.
Nov. & Dec.		Follow up on leads obtained at the Show	