



IMPORTANT DATE CHECKLIST

| Deadline Date | Completion Date | Approval/Order Forms | Section # | Submit to |
|---|-----------------|---|-----------|----------------------|
| Oct. 31, 2011 | __/__/__ | Remaining Balance Due on Booth Space | 2 | Show Management |
| Nov. 28, 2011 | __/__/__ | Golf Industry Show Directory Advertising | 6 | Show Management |
| Nov. 28, 2011 | __/__/__ | GCM Advertising for January Show Issue | 6 | Show Management |
| Dec. 15, 2011 | __/__/__ | Hotel Rooming List Deadline for Companies with Secured Room Blocks | 5 | Golf Industry Travel |
| Dec 16, 2011 | __/__/__ | Golf Business Advertising for February show issue | 6 | Show Management |
| Dec. 23, 2011 | __/__/__ | Banner Approval Request Form | 7 | Show Management |
| Dec. 23, 2011 | __/__/__ | Exhibitor Liability Insurance | 13 | John Buttine Inc |
| Dec. 23, 2011 | __/__/__ | Exhibitor Appointed Contractor Authorization | 9 | Show Management |
| Dec. 23, 2011 | __/__/__ | New Product Showcase Form | 7 | Show Management |
| Jan. 12, 2012 | __/__/__ | Badge Request Form (to receive in the mail) | 4 | Show Management |
| Jan. 13, 2012 | __/__/__ | Golf Business Advertising for March Post-Show Issue | 6 | Show Management |
| Jan. 20, 2012 | __/__/__ | Drawing/Giveaway Approval Request Form | 7 | Show Management |
| Jan. 20, 2012 | __/__/__ | Performance Approval Request Form | 7 | Show Management |
| Jan. 20, 2012 | __/__/__ | Exhibit Hall Guest Vouchers | 6 | Show Management |
| Jan. 20, 2012 | __/__/__ | Pre-Show Label Request | 6 | Show Management |
| Jan. 20, 2012 | __/__/__ | Marketing Opportunity Form | 6 | Show Management |
| Jan. 27, 2012 | __/__/__ | Lead Retrieval Order Form (Early Advance) | 13 | Bartizan Connects |
| Jan. 30, 2012 | __/__/__ | GCM Advertising for March Post-Show Issue | 6 | Show Management |
| Feb. 3, 2012 | __/__/__ | Internet-Network Service Order Form | 12 | Smart City |
| Feb. 6, 2012 | __/__/__ | Staff Pro Inc - Security Order Form | 13 | Staff Pro Inc. |
| Feb. 10, 2012 | __/__/__ | Hanging Sign Labor Order Form | 12 | Freeman |
| Feb. 10, 2012 | __/__/__ | Utility Order Forms | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Electrical Order Form | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Booth Cleaning Order Form | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Carpet Rental Order Form | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Decorating/Furniture Rental Order Forms | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Exhibit Rental Order Form | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Labor Order Form | 11 | Freeman |
| Feb. 10, 2012 | __/__/__ | Lead Retrieval Order Form (Late Advance) | 13 | Bartizan Connects |
| Feb. 15, 2012 | __/__/__ | Plant & Floral Order Form | 13 | Overend Designs |
| *ALL ADVANCED SHIPMENTS TO FREEMAN WAREHOUSE MUST BE RECEIVED BY Feb. 17, 2012! | | | | |
| Feb. 19, 2012 | __/__/__ | Audio Visual/Computer Order Form | 13 | PSAV |
| Feb. 26, 2012 | __/__/__ | Beginning of Shipment to Convention Center | 10 | Freeman |
| Feb. 19, 2012 | __/__/__ | Photography Order Form | 13 | Convention Photo |
| Mar. 30, 2012 | __/__/__ | Post-Show Label Request Form | 6 | Show Management |