

# Order Forms Checklist

Use the following checklist to ensure that all required services have been ordered.

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| <input type="checkbox"/> Advanced Warehousing                  | Shipments by: November 19, 2010                                       |
| <input type="checkbox"/> Audio Visual                          | Discount Deadline: November 22, 2010                                  |
| <input type="checkbox"/> Booth Cleaning                        | Discount Deadline: November 26, 2010                                  |
| <input type="checkbox"/> Booth Package - Hardwall              | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Carpet                                | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Computer, Printer & Monitor Rentals   | Discount Deadline: November 22, 2010                                  |
| <input type="checkbox"/> Electrical: Power & Lighting          | Discount Deadline: November 17, 2010                                  |
| <input type="checkbox"/> Exhibit Accessories                   | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Exhibitor Staff Badges                | Order by November 15, 2010  |
| <input type="checkbox"/> Fire Safety Reply                     | Submission Deadline: October 29, 2010                                 |
| <input type="checkbox"/> Food & Beverage Booth Order Form      | Submission Deadline: November 17, 2010                                |
| <input type="checkbox"/> Food & Beverage Sample Request        |   |
| <input type="checkbox"/> Free Passes for Your Clients: Teasers | Order by August 31, 2010  |
| <input type="checkbox"/> Free Passes for Your Clients: Flyers  | Order by October 12, 2010   |
| <input type="checkbox"/> Furnishings                           | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Hotel – Special Rates                 | Discount Deadline: October 26, 2010                                   |
| <input type="checkbox"/> Internet (High Speed) Connection      | Discount Deadline November 10, 2010<br>For Wired Access Services Only |
| <input type="checkbox"/> In Booth Forklift                     | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> International Shipments/ Customs Form |   |
| <input type="checkbox"/> Labour                                | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Lead Retrieval System                 | Discount Deadline: November 5, 2010                                   |
| <input type="checkbox"/> Material Handling                     | Discount Deadline: November 15, 2010                                  |
| <input type="checkbox"/> Merit Green Product Recognition       | Application Deadline: August 27, 2010                                 |
| <input type="checkbox"/> New Product & Service Recognition     | Application Deadline: August 27, 2010                                 |

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| <input type="checkbox"/> Parking Pass Onsite at MTCC               |  |
| <input type="checkbox"/> Parking Pass Offsite at Harbourfront Lots | Deadline for ordering: November 15, 2010 |
| <input type="checkbox"/> Plant Rental                              | Discount Deadline: November 15, 2010     |
| <input type="checkbox"/> Shipping Order Form                       |  |
| <input type="checkbox"/> Show Insurance Package                    | See application for Deadline Information |
| <input type="checkbox"/> Sign Hanging                              | Discount Deadline: November 17, 2010     |
| <input type="checkbox"/> Signs & Graphics                          | Discount Deadline: November 15, 2010     |
| <input type="checkbox"/> Specialty Furniture                       | Discount Deadline: November 15, 2010     |
| <input type="checkbox"/> TIPTA Award                               | Submission Deadline: October 11, 2010    |
| <input type="checkbox"/> Telephone & Fax Service                   | Discount Deadline: November 10, 2010     |