

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 18, 2011 |
| <input type="checkbox"/> Audio Visual | Discount Deadline: November 21, 2011 |
| <input type="checkbox"/> Booth Cleaning | Discount Deadline: November 25, 2011 |
| <input type="checkbox"/> Booth Package - Hardwall | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Carpet | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Computer, Printer & Monitor Rentals | Discount Deadline: November 21, 2011 |
| <input type="checkbox"/> Electrical: Power & Lighting | Discount Deadline: November 14, 2011 |
| <input type="checkbox"/> Exhibit Accessories | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Exhibitor Staff Badges | Order by November 18, 2011 |
| <input type="checkbox"/> Fire Safety Reply | Submission Deadline: October 25, 2011 |
| <input type="checkbox"/> Food & Beverage Booth Order Form | Submission Deadline: November 16, 2011 |
| <input type="checkbox"/> Food & Beverage Sample Request | |
| <input type="checkbox"/> Free Passes for Your Clients: Teasers | Order by August 31, 2011 |
| <input type="checkbox"/> Free Passes for Your Clients: Flyers | Order by October 12, 2011 |
| <input type="checkbox"/> Furnishings | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Hotel – Special Rates | Discount Deadline: October 26, 2011 |
| <input type="checkbox"/> Internet (High Speed) Connection | Discount Deadline November 9, 2011
For Wired Access Services Only |
| <input type="checkbox"/> In Booth Forklift | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> International Shipments/ Customs Form | |
| <input type="checkbox"/> Labour | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Lead Retrieval System | Discount Deadline: October 31, 2011 |
| <input type="checkbox"/> Material Handling | Discount Deadline: November 16, 2011 |
| <input type="checkbox"/> Parking Pass Onsite at MTCC | |
| <input type="checkbox"/> Parking Pass Offsite at Harbourfront Lots | Order Form to follow. |

Plant Rental

Discount Deadline: November 16, 2011

Shipping Order Form

Sign Hanging

Discount Deadline: November 14, 2011

Signs & Graphics

Discount Deadline: November 16, 2011

Specialty Furniture

Discount Deadline: November 16, 2011

TIPTA Award

Submission Deadline: TBD

Telephone & Fax Service

Discount Deadline: November 9, 2011