



# 29<sup>th</sup> Annual International Operating Conference & Trade Show

George R. Brown Convention Center • Hilton Americas–Houston  
June 8-10, 2009 • Houston, TX USA

## Checklist & Deadline Information

<u>Deadline:</u>		<u>Completed</u>
March 27	Exhibitor Presentation Application Deadline	<input type="checkbox"/>
April 15	Deadline to Submit Show Guide Listing	<input type="checkbox"/>
May 1	Closing on Show Guide Advertising	<input type="checkbox"/>
May 8	Artwork deadline for Show Guide Advertising	<input type="checkbox"/>
May 8	Conference Early Bird Registration Deadline	<input type="checkbox"/>
May 8 – June 2	<u>Dates for Advanced Shipments to Warehouse</u>	<input type="checkbox"/>
May 11	Deadline to submit Certificate of Liability Insurance	<input type="checkbox"/>
May 15	Golf Tournament Registration Deadline	<input type="checkbox"/>
May 17	Hotel Room Guarantee Cut-off Date	<input type="checkbox"/>
May 18	Lead Capture Systems – Early Deadline	<input type="checkbox"/>
May 18	Submit Smart City Forms for Discount Rates	<input type="checkbox"/>
May 18	Exhibitor Registration Form Deadline	<input type="checkbox"/>
May 22	Reception & Keynote Luncheon Ticket Order Form Deadline	<input type="checkbox"/>
May 25	Aramark Booth Service Order Deadline	<input type="checkbox"/>
May 25	Submit Freeman Decorating Co. Forms for Discount Rates	<input type="checkbox"/>
May 25	Booth Cleaning Order and Payment for Discount Rates	<input type="checkbox"/>
June 1	Exhibitor Press Release Deadline	<input type="checkbox"/>
June 7	Heavy Equipment Date for Show SITE delivery	<input type="checkbox"/>