

Exhibitor Deadline Checklist TAMPA 2010

Deadline - Space for Advertisement Final Program Book	January 22, 2010
Deadline - Material-Program Book Ads	February 1, 2010
Deadline - Final Update-Program Book Exhibitor Information in a2z	February 4, 2010
Deadline- ACRP Early Bird rate for Booth Package -\$430 (One 10' x 10' Only) Carpet-grey, 1- 6ft skirt table- peach, 2 - Grey chairs, 1 waste basket	By March 6, 2010
Deadline –Order Conference Mailing List List are sent via e-mail as an excel document <i>No phone, fax or e-mails are included with mailing list.</i>	By March 19, 2010
Deadline -Participating in the Gold Rush	March 19, 2010
Deadline - Hotel Reservation	March 23, 2010
Deadline - EAC (Exhibitor Appointed Contractor) Proof of Insurance Due	March 29, 2010
Deadline - Exhibitor Registration	By April 1, 2010
Deadline - Additional Staff Registration & Exhibit Hall Only	By April 1, 2010
Deadline - ACRP Discount Booth Package - \$485 (For One 10' x 10' Only)	March 7 to April 16, 2010
Deadline – For Early Bird Discount Ordering from Tampa Convention Center Order Electricity and Telephone/Internet Significant Savings before March, 31 deadline.	By March 31, 2010
<u>Brede Advance Order Discounts</u>	<u>APRIL 9, 2010</u>
Brede Advance Carpet <u>Discount</u> Prestige/Plush:	
Standard:	April 9, 2010
Deadline - Booth Signage Hanging Signs/Banners	April 9, 2010
Deadline – Advance Warehouse Shipment	April 16, 2010
Deadline - Direct Shipment	Not before April 23, during move-in hours.

Fax numbers for any orders or registration are found on forms.

PLEASE do not fax Tampa Convention Service Forms, Brede or Special Service Forms (florist, photographer, etc.) to ACRP. This may result in delays or missing services and/or equipment.