



COORDINATOR'S CHECKLIST

2-5 MAY 2005
 RELIANT CENTER
 HOUSTON, TX USA

Read, complete and return the applicable Service Order Forms or information contained in this Exhibitor Services Manual as soon as possible to meet the deadline dates.

Service	Tab	Submit by	Complete
February			
Reliant Stadium Hospitality Suite (discount rate)	7	20 February	<input type="checkbox"/>
Conference Program Form Submittal On-Line	4	28 February	<input type="checkbox"/>
March			
OTC Guest Cards	4	11 March	<input type="checkbox"/>
Multi-Level Booth Certification with Floor Plans Request	2	22 March	<input type="checkbox"/>
OTC Work Authorization Request	2	22 March	<input type="checkbox"/>
Shuttle Advertising Art Deadline	4	26 March	<input type="checkbox"/>
OTC Conference Program Advertising Insertion Order Deadline	4	28 March	<input type="checkbox"/>
Freeman Labor & Equipment Shipment Notification	6	28 March	<input type="checkbox"/>
April			
Expocard Lead Management Services (discount rate)	4	1 April	<input type="checkbox"/>
Exhibitor Housing Reservations	3	4 April	<input type="checkbox"/>
OTC Conference Program Advertising Materials Deadline	4	4 April	<input type="checkbox"/>
Events/Celebrity Appearances Information	4	4 April	<input type="checkbox"/>
Exhibitor Appointed Contractor (EAC) Insurance Certificate	2	5 April	<input type="checkbox"/>
Exhibitor Appointed Contractor (EAC) List of Key Onsite Personnel	2	5 April	<input type="checkbox"/>
Smart City Internet - Network Service Contract (discount rate)	7	7 April	<input type="checkbox"/>
Smart City Telephone Service Contract (discount rate)	7	7 April	<input type="checkbox"/>
Harper Wood Compressed Air, Water & Drain (discount rate)	7	11 April	<input type="checkbox"/>
Harper Wood Electrical Services & Labor (discount rate)	7	11 April	<input type="checkbox"/>
Rogers Worldwide Ocean and Airfreight Shipments to Arrive	7	11 April	<input type="checkbox"/>
Aramark Catering (Booth Service) (discount rate)	7	12 April	<input type="checkbox"/>
AVW-TELAV Audio Visual Solutions (discount rate)	8	15 April	<input type="checkbox"/>
The Freeman Companies (check individual forms for discount rates):	5	18 April	<input type="checkbox"/>
<input type="checkbox"/> <i>Method of Payment</i> <input type="checkbox"/> <i>Rental Exhibits Package Order</i> <input type="checkbox"/> <i>Labor Order</i>			
<input type="checkbox"/> <i>Furnishings Order</i> <input type="checkbox"/> <i>Custom Accessories Order</i> <input type="checkbox"/> <i>Hanging Sign Order</i>			
<input type="checkbox"/> <i>Accessories</i> <input type="checkbox"/> <i>Totalflex Order</i> <input type="checkbox"/> <i>Hanging Sign Structural</i>			
<input type="checkbox"/> <i>Carpet Order</i> <input type="checkbox"/> <i>Signs & Graphics Order</i> <input type="checkbox"/> <i>Third Party Authorization</i>			
<input type="checkbox"/> <i>Rental Exhibits Order</i> <input type="checkbox"/> <i>Fabric Solutions Order</i> <input type="checkbox"/> <i>Material Handling (Tab 6)</i>			
Reliant Park Payment Policy and Billing Authorization:	7	18 April	<input type="checkbox"/>
<input type="checkbox"/> <i>Custom Cleaning</i> <input type="checkbox"/> <i>Exhibit Booth Security</i> <input type="checkbox"/> <i>Parking Permits</i>			
Hanging Sign Notification	2	21 April	<input type="checkbox"/>
Rentsys Computer Rental (discount rate)	8	22 April	<input type="checkbox"/>
Advance Shipments to the Freeman Warehouse to Arrive	6	22 April	<input type="checkbox"/>
Rogers Worldwide Outbound Ocean Freight Bookings	7	25 April	<input type="checkbox"/>
Additional Services:			
2005 Pre-Registered Attendee List	4	1 April	<input type="checkbox"/>
Special Events, Integrated Marketing & Audience Acquisition	4		<input type="checkbox"/>
Official Show Daily Newspaper Advertising	4		<input type="checkbox"/>
Freeman Transportation	6		<input type="checkbox"/>
Convention Plant Floral Service (discount rate)	8	25 April	<input type="checkbox"/>
Neal Hamil Hostess/Specialty Acts/Translators	8		<input type="checkbox"/>
Barchfeld Convention Photography	8		<input type="checkbox"/>