



Exposition & Conference: September 28-30, 2010 | Donald E. Stephens Convention Center | Rosemont (Chicago), IL

## IMPORTANT VENDOR DEADLINES

### PROMOTIONAL DEADLINES

Please visit [www.canonpromos.com](http://www.canonpromos.com) for detailed information on Promotional Materials & Sponsorships.

<b>June 25</b>	Order Guest Invitations	<b>July 6</b>	Post "Link-to-us" Logos
<b>July 16</b>	On-Site Directory Listings Due	<b>August 6</b>	Mailing List Rental Deadline
<b>August 9</b>	Show Directory Advertising Deadline	<b>July 30</b>	Sponsorships Deadline

### DEADLINE

### ORDER FORMS

**Act Now!!**

Discounted Hotel Rates (Reserve Online) & Travel – Do Not Delay!!  
(Cut-off date for discounted hotel rates is September 8)

August 16

Early Bird Lead Retrieval Prices Expire

August 20

Advance Warehouse Storage Begins

August 27

Exhibitor-Appointed Contractor ("EAC") Form and  
EAC Insurance documentation due to Show Management

August 27

Badge Requests / Exhibitor Personnel

August 30

Advance Lead Retrieval Prices Expire

Sept. 1

**ALL PRE-SHOW DISCOUNTED RES ORDERS DUE:**

Display Labor; Booth Cleaning; Booth Furnishings; Electrical; Plumbing;  
Telecommunications; Signage; Method of Payment Form; AV & Computer Rental  
Material and Handling and Description of Shipment Form

Sept. 10

Hospitality Suite / Meeting Room Requests due to Show Management

Sept. 10

Booth Catering form due to Show Management

Sept. 10

Booth Security & Guard Services Orders

Sept. 14

Photography Orders

Sept. 14

Plant & Floral Orders

Sept. 21

Last day Advance Shipments Accepted at RES Warehouse

Sept. 23 – 27

Targeted Move-In – Please see Targeted Floor Plan

**Sept. 28 – 30 / Good Luck with the Show!**