



Exhibitor Service Manual
Medtrade 2010
Conference: November 15-18, 2010
Exposition: November 16-18, 2010
Georgia World Congress Center Atlanta, GA

CRITICAL DATES & DEADLINES

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
ASAP			
ASAP	Catering Order Form	Levy Restaurants	<input type="checkbox"/>
ASAP	Domestic Shipping Quote Form	GES Logistics	<input type="checkbox"/>
ASAP	International Shipping Quote Form	GES Logistics	<input type="checkbox"/>
ASAP	Floral Order Form	TLC Floral	<input type="checkbox"/>
ASAP	Model & Host Services Order Form	Image	<input type="checkbox"/>
ASAP	Photography Order Form	Oscar Einzig	<input type="checkbox"/>
SEPTEMBER			
September 12	Multi-Level/Covered Exhibit Request Form	Show Management	<input type="checkbox"/>
September 24	Show Directory Information Listing Deadline	Show Management	<input type="checkbox"/>
OCTOBER			
October 8	Lead Retrieval Order Form (Early Bird Rate)	Convention Data Services	<input type="checkbox"/>
October 12 to November 10	Dates When Advance Shipments to the GES Warehouse May Arrive	GES	<input type="checkbox"/>
October 12 to November 10	Dates When Hanging Signs Should Be Shipped to the GES Warehouse	GES	<input type="checkbox"/>
October 15	Hotel Meeting Room/Hospitality Suite Form	Show Management	<input type="checkbox"/>
October 16	Security Personnel Order Form	Dupree Security Group	<input type="checkbox"/>
October 18	Booth Waiver Request Form	Show Management	<input type="checkbox"/>
October 18	EAC Notification	Show Management	<input type="checkbox"/>
October 18	Exhibit Floor Meeting Request Form	Show Management	<input type="checkbox"/>
October 18	Hanging Sign Approval Form	Show Management	<input type="checkbox"/>
October 18	Official Hotel Reservation Form	onPeak	<input type="checkbox"/>
October 18	Photographer Approval Form	Show Management	<input type="checkbox"/>
October 18	Ocean Freight, International Shipping Information - Deadline for Shipment to Arrive to Atlanta CFS	Rogers Worldwide	<input type="checkbox"/>
October 25	Air Freight, International Shipping Information - Deadline for Shipment to Arrive at Hartsfield Airport	Rogers Worldwide	<input type="checkbox"/>
October 25	International Shipping Deadline for Ocean Freight Arrival at GWCC	Rogers Worldwide	<input type="checkbox"/>
October 25	Exhibitor Online Registration to Receive Badges in Mail	Show Management	<input type="checkbox"/>
October 26	Cable Service Order Form	GWCC	<input type="checkbox"/>
October 26	Compressed Air, Water, Drain, Natural Gas Service Order Form	GWCC	<input type="checkbox"/>
October 26	Electrical Service Order Form	GWCC	<input type="checkbox"/>
October 26	Telephone & Internet Service Order Form	CCLD at GWCC	<input type="checkbox"/>
NOVEMBER			
November 1	Material Handling Order Form	GES	<input type="checkbox"/>
November 1	Freight Service Questionnaire	GES	<input type="checkbox"/>
November 1	Pre-Printed Outbound Material Handling Request	GES	<input type="checkbox"/>
November 1	Payment & Credit Card Charge Authorization	GES	<input type="checkbox"/>
November 1	3 rd Party Billing Request	GES	<input type="checkbox"/>



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NOVEMBER			
November 1	Booth Layout Form	GES	<input type="checkbox"/>
November 1	Notice of Intent to Use an EAC	GES	<input type="checkbox"/>
November 1	Carpet Order Form	GES	<input type="checkbox"/>
November 1	Carpet Package Order Form	GES	<input type="checkbox"/>
November 1	Furniture & Accessories Order Form	GES	<input type="checkbox"/>
November 1	Furniture Package Order Form	GES	<input type="checkbox"/>
November 1	Specialty Furniture Order Form	GES	<input type="checkbox"/>
November 1	Standard Exhibit System Order Form	GES	<input type="checkbox"/>
November 1	Graphics & Signage Order Form	GES	<input type="checkbox"/>
November 1	Installation & Dismantling Order Form	GES	<input type="checkbox"/>
November 1	Key Information\Supervised Labor Checklist	GES	<input type="checkbox"/>
November 1	In Booth Forklift & Labor Form	GES	<input type="checkbox"/>
November 1	Hanging Sign/Truss Labor Order Form	GES	<input type="checkbox"/>
November 1	Exhibit Hanging Sign Order Form	GES	<input type="checkbox"/>
November 1	Electric Chain Hoist & Truss Order Form	GES	<input type="checkbox"/>
November 1	Booth Cleaning Order Form	GES	<input type="checkbox"/>
November 1	Vehicle Placement Order Form	GES	<input type="checkbox"/>
November 1	Skid Accessible Storage Order Form	GES	<input type="checkbox"/>
November 1	Cartload Service Order Form	GES	<input type="checkbox"/>
November 1	GWCC Meeting Room Request Form	Show Management	<input type="checkbox"/>
November 1	International Shipping Due Date for Air Freight Arrival at GWCC	Rogers Worldwide	<input type="checkbox"/>
November 5	Lead Retrieval Order Form (Late Advance Rate)	Convention Data Services	<input type="checkbox"/>
November 5	Insurance Enrollment Form	Buttine Insurance	<input type="checkbox"/>
November 6	Audio Visual/Computer Rental Order Forms	CCR Events	<input type="checkbox"/>
November 13-15	Dates when Direct Shipments to the Georgia World Congress Center May Arrive (Check Targeted Move-In Schedule for Your Exact Date)	GES	<input type="checkbox"/>

**All Official Service Provider Order Forms are available in the
 Medtrade Exhibitor Manual
 on the Medtrade website at www.medtrade.com**