



Medtrade Spring 2008
May 6-8, 2008
Long Beach Convention Center

CHECKLIST FOR CRITICAL DATES & DEADLINES

DUE DATE	FORM NAME	CONTRACTOR	DONE <input checked="" type="checkbox"/>
RULES & REGULATIONS SECTION – TAB 2			
ASAP	Liability Insurance Form	Show Mgmt	
March 21	Exhibitor Appointed Contractor Service Agreement	Show Mgmt	
April 21	GES Notice of Intent to Use an EAC GES Form L-4	GES	
March 3	Hanging Sign Request Form	Show Mgmt	
April 21	Hanging Sign/Truss Information	GES	
April 21	Hanging Sign/Truss Order Form	GES	
April 29	Hanging Sign Shipping Label	GES	
REGISTRATION, HOUSING & TRAVEL SECTION – TAB 3			
April 8	Exhibitor Badge Order Form	Show Mgmt	
April 8	Manufacturer's Rep Badge Order Form	Show Mgmt	
March 14	Housing Request Order Form	Ambassadors	
March 14	Housing Block Request Form	Ambassadors	
April 8	Exhibit Floor Meeting Request Form	Show Mgmt	
April 8	Special Shuttle & Limo Approval Form		
SPONSORSHIPS & MARKETING SECTION – TAB 4			
March 14	Show Directory – Listing Instructions	Show Mgmt	
March 24	Show Directory – Advertising Opportunities	Show Mgmt	
March 24	New Product Pavilion Information & Guidelines	Show Mgmt	
March 17	Pre-Show Attendee Mailing List Order Form	Show Mgmt	
ASAP	Publicity Information Request Form	Show Mgmt	
March 14	Pre-Registered Media List Order Form	Show Mgmt	
March 7	Promote Your Special Event	Show Mgmt	
	Post Show Mailing List Order Form	Show Mgmt	
	Mailing List Agreement Forms	Show Mgmt	
SHIPPING ORDER FROMS SECTION – TAB 5			
April 21	Cartload Service Order Form	GES	
April 21	Transportation Plus & Material Handling Form	GES	
April 21	GES Logistics Material Handling & Shipping Form	GES	
April 11	International Shipping By Ocean	GES	
April 18	International Shipping By Air	GES	
April 21	Vehicle Placement Order Form	GES	
April 21	Skid Accessible Storage Order Form	GES	
April 21	Trailer Accessible Storage Order Form	GES	
April 21	Preprinted Outbound Material Handling Request	GES	
April 21	Storage Service Order Form	GES	



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SERVICE ORDER FORMS SECTION – TAB 6			
April 21	Payment & Credit Card Authorization	GES	
April 21	Third Party Billing Request	GES	
April 21	Carpet Order Form	GES	
April 21	Carpet Package Order Form	GES	
April 21	Furniture & Accessories Order Form	GES	
April 21	Furniture Package Order Form	GES	
April 21	Specialty Furniture Order Form	GES	
April 21	Standard Exhibit System Order Form	GES	
April 21	Graphics & Signage Order Form	GES	
April 21	Digital File Submission Guide	GES	
April 21	Installation & Dismantling Order Form	GES	
April 21	Key Information Form	GES	
April 21	In Booth Forklift & Labor Form	GES	
April 21	Exhibit Hanging Sign Order Form	GES	
April 21	Booth Layout Form	GES	
April 21	Booth Cleaning Order Form	GES	
April 25	Audio / Video / Data Order Form	CCR Events	
April 25	Computer Rental Order Form	CCR Events	
March 28	Lead Retrieval Order Form	CDS	
ASAP	Floral Order Form	TLC Floral	
ASAP	Model Services Order Form	Image	
ASAP	Photography Order Form	Oscar Einzig	
April 21	Electrical Rental Order Form	GES	
April 21	Electrical Labor Order Form	GES	
April 21	Electric Chain Hoist & Truss Order Form	GES	
April 21	Truss Lighting Order Form	GES	
April 21	Plumbing Order Form	GES	
April 21	Plumbing Labor Order Form	GES	
April 14	Telecommunications Order Form	Priority Networks	