

Important Deadlines / Exhibitor Checklist

Deadline	Description
ASAP	Hotel Reservations Reserve event sponsorship Register booth staff
December 22, 2011	LAST DAY for hotel early bird discounts
January 13, 2012	Exhibitor Appointed Contract (EAC) Forms Due
January 13, 2012	Certificates of Liability Insurance Due *REQUIRED!*
January 13, 2012	Fern Advance Warehouse Open – Begin Advance Warehouse shipments Fern Exposition & Event Services C/O Freeman 901 E Santa Ana Street Anaheim, CA 92805 NOTE: Shipments received at the advance warehouse <u>after February 6, 2012</u> will be charged a late fee.
January 30, 2012	Fern advance order discount deadline: Carpeting Furnishings / Accessories Graphics & Signs Rental Exhibits Labor Audio / Visual Equipment
January 30, 2012	Additional Services advance order discount deadline: Electrical Electrical Labor Booth Cleaning Rigging
February 12, 2012	LAST DAY to register Online (Registrations after this date will have to be done onsite.)
February 13, 2012	Begin on-site shipments – NOTE: Shipments received on-site prior to 2:00pm Feb 13th will be refused! Renewable Energy World NA, Booth #, Comp Name C/O Fern Address City, State zip

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