



**2007 EXHIBITOR KIT FORMS,
DEADLINE SUMMARY & CHECKLIST**



Item	Tab	Deadline	Returned
Free Publicity Form	Order Forms	November 17	_____
Exhibitor Guest Tickets	Order Forms	November 17	_____
Exhibitor/Working Dealer Badge Order Form	Order Forms	December 1	_____
Audio/Visual, Computer Equipment Form	Order Forms	December 8	_____
Crane & Forklift Service	Order Forms	December 15	_____
Independent Contractor Form (EAC)	Move-in/Move-out	December 15	_____
Itinerant Merchant Application <small>(Required of all exhibitors selling over the counter retail items who do not possess a current City of Chicago license)</small>	Order Forms	December 15	_____
Exhibitor Booth Insurance Form	Order Forms	December 15	_____
NMMA Rigger Order Form	Order Forms	December 15	_____
Boat Dolly Rental Order Form	Order Forms	December 15	_____
NMMA Credit Card Authorization	Order Forms	December 15	_____
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REGENCY ORDER FORMS:			
Regency Company Order Summary & Payment Form	Order Forms	December 15	_____
Third Party Billing Form	Order Forms	December 15	_____
Wire Transfer Information & Form	Order Forms	December 15	_____
Material Handling (Advance Warehouse) Form	Order Forms	December 15	_____
Carpet Rental Forms	Order Forms	December 15	_____
Furniture Order Forms	Order Forms	December 15	_____
Signage Order Form	Order Forms	December 15	_____
Carpenter/Decorator Labor Order Form	Order Forms	December 15	_____
Bulk Carpet Installation Form	Order Forms	December 15	_____
Hanging Overhead Sign & Banner Form	Order Forms	December 15	_____
Booth Cleaning Form	Order Forms	December 15	_____
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Focus One Service Order Form <small>(Electrical, Plumbing, Telephone)</small>	Order Forms	December 18	_____
Exhibitor Parking Pass Order Form	Order Forms	December 21	_____
Security Guard Service Order Form	Order Forms	January 7	_____
Floral Order Form	Order Forms	January 12	_____

*****Move-Out Note*****

We must be out of the hall completely by midnight, Tuesday, January 23rd, 2007. To accomplish this, we need to have the halls cleared of exhibits by 12:00 noon that day. We appreciate your cooperation in helping us to meet this target.