

HALLOWEEN & PARTY EXPO

Houston, TX • Jan 22-25, 2011

Important Halloween & Party Expo Deadlines

Action Item	Section	DISCOUNT ORDER DEADLINE	Done <input checked="" type="checkbox"/>
Show Management			
Directory Listing Proof Sheet	Personalized Forms	Thursday, September 30, 2010	
Payment - 75% of Booth Total	Personalized Forms	Thursday, September 30, 2010	
Complimentary Booth Furniture Form	Personalized Forms	Tuesday, November 02, 2010	
Booth Variance Review-Request Form	Booth Variance	Tuesday, November 02, 2010	
Directory & Buyer's Guide Ad Form	Marketing & Promotion	Monday, November 15, 2010	
Sponsorship Form	Marketing & Promotion	Wednesday, December 01, 2010	
Staff Badge Registration Form	Booth Staff Registration	Friday, December 17, 2010	
Insurance Information	Convention Center Insurance	Friday, December 31, 2010	
Prize Drawing Rules & Give Away Form	Marketing & Promotion	Friday, December 31, 2010	
Payment - 100% of Booth Total	Personalized Forms	Saturday, January 01, 2011	
Website Listing Upgrade Form	Marketing & Promotion	Ongoing	
Marketing Piece Order Form for Postcards, pdfs Flyers, Invoice Stuffers	Marketing & Promotion	Ongoing	
Hotel Reservation Cut-off			
Hilton Americas	Hotels	Tuesday, December 28, 2010	
Four Seasons	Hotels	Tuesday, December 28, 2010	
Courtyard Marriott	Hotels	Tuesday, December 28, 2010	
Residence Inn	Hotels	Tuesday, December 28, 2010	
CDS - Convention Decorating Services			
Payment Forms	CDS Exhibitor Kit	Friday, January 07, 2011	
Exhibitor Appointed Contract Forms	CDS Exhibitor Kit	Friday, January 07, 2011	
Additional Booth Furniture and Accessories (including Carpet, Signs, and Graphics)	CDS Exhibitor Kit	Friday, January 07, 2011	
Booth Rental Packages	CDS Exhibitor Kit	Friday, January 07, 2011	
Equipment Rental (cart service)	CDS Exhibitor Kit	Friday, January 07, 2011	
Equipment Rental (forklifts, hanging banners under 250 lbs)	CDS Exhibitor Kit	Friday, January 14, 2011	
Labor	CDS Exhibitor Kit	Friday, January 14, 2011	
Shipping and Material Handling	CDS Exhibitor Kit	Friday, January 07, 2011	
Advanced Warehouse Shipment Deadline	CDS Exhibitor Kit	Friday, January 14, 2011	
Direct Shipment CAN NOT ARRIVE BEFORE Jan. 20	CDS Exhibitor Kit	Thursday, January 20, 2011	
Supplemental Convention Center Services from Other Vendors			
Smart City Electrical Order	CDS Kit & Other Vendor Forms	Wednesday, January 05, 2011	
Smart City Water/Drain/Gas/Air Form	CDS Kit & Other Vendor Forms	Wednesday, January 05, 2011	
Smart City Internet Request Form	CDS Kit & Other Vendor Forms	Wednesday, January 05, 2011	
Freeman Rigging Service Form (over 250 lbs)	CDS Kit & Other Vendor Forms	Monday, December 20, 2010	
George R. Brown Center Cleaning Services	CDS Kit & Other Vendor Forms	Saturday, January 08, 2011	
Synergy Audio Visual/Plasma/Computer Form	CDS Kit & Other Vendor Forms	Wednesday, January 12, 2011	
Synergy Lead Retrieval Request Form	CDS Kit & Other Vendor Forms	Wednesday, January 12, 2011	
Airgas Retail Solutions Helium Equipment Rental	CDS Kit & Other Vendor Forms	Monday, January 03, 2011	
Convention Foliage	CDS Kit & Other Vendor Forms	Wednesday, January 05, 2011	