

HALLOWEEN & PARTY EXPO

Houston TX • Jan 28-31, 2012

Important Halloween & Party Expo Deadlines

Action Item	Section	DISCOUNT ORDER DEADLINE	Done x
Show Management			
Directory Listing Proof Sheet	Personalized Forms	Friday, September 30, 2011	
Payment - 75% of Booth Total	Personalized Forms	Friday, September 30, 2011	
Complimentary Booth Furniture Form	Personalized Forms	Tuesday, November 01, 2011	
Booth Variance Review-Request Form	Booth Variance	Tuesday, November 01, 2011	
Directory & Buyer's Guide Ad Form	Marketing & Promotion	Friday, November 18, 2011	
Convention Center Meeting Room Request Form	Meeting	Monday, November 21, 2011	
Sponsorship Form	Marketing & Promotion	Friday, December 02, 2011	
Security Request Form	Booth Security	Friday, December 16, 2011	
Staff Badge Registration Form	Booth Staff Registration	Friday, December 16, 2011	
Insurance Information	Convention Center Insurance	Friday, December 30, 2011	
Payment - 100% of Booth Total	Personalized Forms	Sunday, January 01, 2012	
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	Wednesday, January 04, 2012	
Four Seasons	Hotels	Wednesday, January 04, 2012	
Courtyard Marriott Downtown	Hotels	Wednesday, January 04, 2012	
Residence Inn	Hotels	Wednesday, January 04, 2012	
Embassy Suites	Hotels	Wednesday, January 04, 2012	
Holiday Inn Convention Center	Hotels	Wednesday, January 04, 2012	
Inn at the Ballpark	Hotels	Wednesday, January 04, 2012	
Freeman			
Payment Forms	Freeman Exhibitor Kit	Friday, January 13, 2012	
Exhibitor Appointed Contract Forms	Freeman Exhibitor Kit	Friday, January 13, 2012	
Additional Booth Furniture and Accessories (including Carpet, Signs, and Graphics)	Freeman Exhibitor Kit	Friday, January 13, 2012	
Booth Rental Packages	Freeman Exhibitor Kit	Friday, January 13, 2012	
Equipment Rental (cart service)	Freeman Exhibitor Kit	Friday, January 13, 2012	
Equipment Rental (forklifts, hanging banners under 250 lbs)	Freeman Exhibitor Kit	Friday, January 13, 2012	
Labor	Freeman Exhibitor Kit	Friday, January 13, 2012	
Shipping and Material Handling			
Advanced Warehouse Shipment Deadline	Freeman Exhibitor Kit	Friday, January 20, 2012	
Direct Shipment CAN NOT ARRIVE BEFORE JAN. 24	Freeman Exhibitor Kit	Tuesday, January 24, 2012	
Supplemental Convention Center Services from Other Vendors			
Smart City Electrical Order	Vendor Forms	Wednesday, January 11, 2012	
Smart City Water/Drain/Gas/Air Form	Vendor Forms	Wednesday, January 11, 2012	
Smart City Internet Request Form	Vendor Forms	Wednesday, January 11, 2012	
Freeman Rigging Service Form (over 250 lbs)	Vendor Forms	Saturday, December 17, 2011	
George R. Brown Center Cleaning Services <i>Visit the Online Exhibitor Service Manual at www.halloweenpartyexpo.com to order.</i>	Vendor Forms	Saturday, January 14, 2012	
Synergy Audio Visual/Plasma/Computer Form	Vendor Forms	Thursday, January 12, 2012	
Synergy Lead Retrieval Request Form	Vendor Forms	Thursday, January 12, 2012	
Praxair Distribution, Inc. (PDI) Helium Equipment Rental	Vendor Forms	Thursday, January 19, 2012	
Convention Foliage	Vendor Forms	Friday, January 13, 2012	