



ORDER FORMS DEADLINE CHECKLIST

Deadline Date	Form	Forms & Brochures Tab - FOL	Submit To	Date Submitted
ASAP 08/28/2017	Directory Information (Required) To Appear in Printed Event Directory	Exhibitor Online Marketing Kit	a2z	
07/26/2017 (No exceptions)	Plumbing Services Online Ordering Information – TD Convention Center	Facility Services	Online at TDCC	
08/31/2017	Lead Retrieval Services Order Form <i>(Early Bird Pricing)</i>	Specialty Contractor Services	Convention Data Services	
09/05/2017	Exhibitor Appointed Contractor Authorization Form		SME	
09/24/2017 (No exceptions)	Electrical & Telecommunications Online Ordering Information – TD Convention Center	Facility Services	Online at TDCC	
09/26/2017	Exhibitor Online Hotel Reservations	Travel, Directions, Maps	Online at onPeak	
09/28/2017	Method of Payment Form	Payment Information	Freeman	
	Third Party Authorization Form			
	Exhibit Transportation Order Form (Air Only)	Shipping		
	Details of Shipment – Display Information Form			
	Details of Shipment – Machinery Information Form			
	Outbound Shipping Order Form			
	Material Handling Package Plan Order Form	Material Handling		
	Material Handling Services Order Form			
	Furnishing Essentials Order Form	Furnishings, Carpet & Cleaning		
	Carpet & Cleaning Services Order Forms			
	Scrap Removal Order Form			
	SmartFabric Rental Exhibits Order Form	Rental Exhibits & Graphics		
	Rental Exhibits Order Form			
	Exhibit Accessories Order Form			
	Accessories Order Form			
	Total Flex Order Form			
	Event Graphics & Signs Order Form	Labor Services		
	Display & Installation/Dismantle Labor Order Form			
	Forklift / Rigging Labor Order Form			
	Hanging Sign Labor Order Form			
Structural Integrity Statement				
Chain Hoist-Truss-Sign Rigging Order Form				
09/28/2017	Audio Visual Services Order Form	Audio Visual Services	PSAV	
09/28/2017	Lead Retrieval Services Order Form <i>(Advanced Pricing)</i>	Specialty Contractor Services	Convention Data Services	
10/03/2017	Floral & Plant Rental Order Form		Floral Exhibits	
10/03/2017	Exhibitor Booth Catering Menu & Order Form		SAVOR	
10/09/2017	Request for Coolant Removal Order Form		Safety Kleen	
10/13/2017	Request for Free Coolant Order Form		Blaser Swissslube	