



CHECKLIST / DEADLINES

_____	Due Oct 10	Blueprints emailed to Association office - GCADA
_____	Due Oct 10	Request for Exhibitor Events - GCADA
_____	Due Oct 10	Electrical Service Order – Convention Center <i>**completing this form in advance will allow for a discount</i>
_____	Due Oct 10	Telecommunications Order – Convention Center
_____	Due Oct 17	Freight Information Form – Viper
_____	Due Oct 17	Independent Display House Contractors – Viper <i>**include Certificate of Liability Insurance</i>
_____	Due Oct 17	Method of Payment Form - Viper
_____	Due Oct 17	Furniture Rental Order Form - Viper
_____	Due Oct 17	Lounge Furniture Rental Form -Viper
_____	Due Oct 17	Specialty Tables / Chairs Forms - Viper
_____	Due Oct 17	Office Furniture Rental Form - Viper
_____	Due Oct 17	Floral / Cleaning Order Form - Viper
_____	Due Oct 17	Display Labor Order Form - Viper
_____	Due Oct 17	Forklift Order Form - Viper
_____	Due Oct 17	Material Handling Form – Viper
_____	Due Nov 10	Staff Pre-Registration – GCADA