

CHARLOTTE AUTO SHOW

CHECKLIST / DEADLINES

_____	Due Oct 9	Blueprints emailed to Association office - GCADA
_____	Due Oct 9	Request for Exhibitor Events - GCADA
_____	Due Oct 9	Electrical Service Order – Convention Center <i>**completing this form in advance will allow for a discount</i>
_____	Due Oct 9	Telecommunications Order – Convention Center
_____	Due Oct 16	Freight Information Form – Viper
_____	Due Oct 16	Independent Display House Contractors – Viper <i>**include Certificate of Liability Insurance</i>
_____	Due Oct 16	Method of Payment Form - Viper
_____	Due Oct 16	Furniture Rental Order Form - Viper
_____	Due Oct 16	Lounge Furniture Rental Form -Viper
_____	Due Oct 16	Specialty Tables / Chairs Forms - Viper
_____	Due Oct 16	Office Furniture Rental Form - Viper
_____	Due Oct 16	Floral / Cleaning Order Form - Viper
_____	Due Oct 16	Display Labor Order Form - Viper
_____	Due Oct 16	Forklift Order Form - Viper
_____	Due Oct 16	Material Handling Form – Viper
_____	Due Nov 9	Staff Pre-Registration – GCADA