



EXHIBITOR ACTION CHECKLIST
QUESTIONS? Contact Natasha Barbera at
 203.852.8600 x 225 nbarbera@tmcnet.com

THINGS TO DO/ ORDER	DEADLINE DATE (DISCOUNTS MAY APPLY)	FOR QUESTIONS, DETAILS AND ORDER FORMS CONTACT...	DATE COMPLETED
Read this manual thoroughly	ASAP	Natasha Barbera 203.852.6800 x 225 nbarbera@tmcnet.com	
Book Hotel & Travel Arrangements	ASAP or by January 10th	Royal Palm 305.604.5700 - code ITEXPO - \$199.00	
Submit Directory Listing Description	5-Jan-09	http://www.tmcnet.com/scripts/itexpo/fl09/itspring09sdlf.aspx	
Order Exhibitor Conference Passes	ASAP	https://www.tmcnet.com/scripts/itexpo/fl09/4gwe09reg.aspx?theplan=E	
Order Exhibitor Staff Passes	ASAP	https://www.tmcnet.com/scripts/itexpo/fl09/4gwe09reg.aspx?theplan=X	
Send Certificate of Liability to TMC	January 5th	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Request to use an Exhibitor Appointed Contractor	January 16th	George Fern Company Carol Mozingo 817.481.0043 cmozingo@georgefern.com	
Booth Furnishings & Accessories	January 16th	George Fern Company Carol Mozingo 817.481.0043 cmozingo@georgefern.com	
Signage, Hanging Materials/Riggigng, Display Labor	January 16th	George Fern Company Carol Mozingo 817.481.0043 cmozingo@georgefern.com	
Lead Retrieval	January 12th & 19th (Early Bird Discount)	Technology Resource Corporation Stacey Fisher 800.922.8646 x 128 sfisher@trcrent.com	
AV	January 16th	Staging Department Jack Clough 951.808.3623 jack@the stagingdept.com	
Warehouse Shipping Deadline	Begins January 5 2009 Ends January 30, 2009	George Fern Company Carol Mozingo 817.481.0043 cmozingo@georgefern.com	
Direct Shipment to Miami Beach Convention Center Exhibit Hall B	NO SHIPMENTS before Sunday February 1, 2009	George Fern Company Carol Mozingo 817.481.0043 cmozingo@georgefern.com	