



**EXHIBITOR ACTION CHECKLIST**  
**QUESTIONS?** Contact Natasha McArthur at  
 203.852.8600 x 225 nmcarthur@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 McArthur 203.852.6800 x 225 nmcarthur@tmcnet.com	
Book Hotel & Travel Arrangements	ASAP or by September 23rd	Marriott Los Angeles Downtown 800.228.9290 Wilshire Grand 888.773.2888	
Submit Directory Listing Description	September 30th	<a href="http://www.tmcnet.com/scripts/itexpo/ca05/itfall05sdlf.aspx">http://www.tmcnet.com/scripts/itexpo/ca05/itfall05sdlf.aspx</a>	
Order Exhibitor Badges	September 23rd	<a href="http://www.tmcnet.com/scripts/itexpo/ca05/itfall05reg.aspx?theplan=x">http://www.tmcnet.com/scripts/itexpo/ca05/itfall05reg.aspx?theplan=x</a>	
Order Conference Passes	September 23rd	<a href="http://www.tmcnet.com/scripts/itexpo/ca05/itfall05reg.aspx?theplan=e">http://www.tmcnet.com/scripts/itexpo/ca05/itfall05reg.aspx?theplan=e</a>	
Send Certificate of Liability to TMC	October 10th	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Request to use and Exhibitor Appointed Contractor	September 23rd	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Booth Furnishings & Accessories	October 10th (Early Bird Discount)	Teamwork, Inc Helene Doherty 508.230.0397 hdoherty@teamwork-inc.com	
Signage, Hanging Materials/Riggng, Display Labor	October 10th (Early Bird Discount)	Teamwork, Inc Helene Doherty 508.230.0397 hdoherty@teamwork-inc.com	
Computer Rental		Encore/Insight Staging & Events Joyce Sweiss 949.435.1108 Joyce @InsightAV.com	
Lead Retrieval	October 14th (Early Bird Discount)	Technology Resource Corporation Stacey Fisher 800.922.8646 sfisher@trcrent.com	
Telephone and Electrical	September 26th (Early Bird Discount)	Los Angeles Convention Center 213.741.1151 x 5470 customerservices@lacclink.com	
Internet	-	Smart City Networks 213.765.4647 hdelarosa@smartcity.com	
Audio/Visual Equipment Rental		Encore/Insight Staging & Events Joyce Sweiss 949.435.1108 Joyce @InsightAV.com	
Warehouse Shipping Deadline	October 19th 4:30 PM	Teamwork, Inc Helene Doherty 508.230.0397 hdoherty@teamwork-inc.com	
Direct Shipment to Los Angeles Convention Center	NO Shipments accepted before October 23rd	Teamwork, Inc Helene Doherty 508.230.0397 hdoherty@teamwork-inc.com	