



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 Barbera 203.852.6800 x 225 nbarbera@tmcnet.com	
Book Hotel & Travel Arrangements	ASAP or by January 4th	Fontainebleau Resort 800.548.8886	
Submit Directory Listing Description	December 14th	<a href="http://www.tmcnet.com/scripts/itexpo/fl08/itsprin
g08sdlf.aspx">http://www.tmcnet.com/scripts/itexpo/fl08/itsprin g08sdlf.aspx	
Order Exhibitor Conference Passes	December 28th	<a href="http://www.tmcnet.com/scripts/itexpo/fl08/itsprin
g08reg.aspx?theplan=E">http://www.tmcnet.com/scripts/itexpo/fl08/itsprin g08reg.aspx?theplan=E	
Order Exhibitor Staff Passes	December 28th	<a href="http://www.tmcnet.com/scripts/itexpo/fl08/itsprin
g08reg.aspx?theplan=X">http://www.tmcnet.com/scripts/itexpo/fl08/itsprin g08reg.aspx?theplan=X	
Send Certificate of Liability to TMC	December 21st	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Request to use and Exhibitor Appointed Contractor	January 8th	Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Booth Furnishings & Accessories	January 8th	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Signage, Hanging Materials/Riggigng, Display Labor	January 8th (Early Bird Discount)	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Lead Retrieval	January 3rd & 10th (Early Bird Discount)	Technology Resource Corporation Stacey Fisher 800.922.8646 x 128 sfisher@trcrent.com	
Electric	January 9th (Early Bird Discount)	Edlen Electric 305.623.5335 miami@edlen.com	
Internet	15 days before move in date (Early Bird Discount)	Priority Networks 305.673.5189	
Warehouse Shipping Deadline	Begins December 21 2007 8:00 AM Ends January 21, 2008 1:00 PM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Direct Shipment to Miami Beach Convention Center Exhibit Hall B	NO SHIPMENTS before Tuesday January 22, 2008 1:00 PM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	