



**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
<b>Read this manual thoroughly</b>	ASAP	Natasha McArthur 203.852.6800 x 225 nmcarthur@tmcnet.com	
Book Hotel & Travel Arrangements	ASAP or by September 17th	San Diego Marriott Hotel & Marina 619.234.1500	
Submit Directory Listing Description	September 18th 2006	<a href="http://www.tmcnet.com/scripts/itexpo/ca06/itfall06sdlf.aspx">http://www.tmcnet.com/scripts/itexpo/ca06/itfall06sdlf.aspx</a>	
Order Exhibitor Conference Passes	September 18th 2006	<a href="http://www.tmcnet.com/scripts/itexpo/ca06/itfall06reg.aspx?theplan=E">http://www.tmcnet.com/scripts/itexpo/ca06/itfall06reg.aspx?theplan=E</a>	
Order Exhibitor Staff Passes	September 18th 2006	<a href="http://www.tmcnet.com/scripts/itexpo/ca06/itfall06reg.aspx?theplan=X">http://www.tmcnet.com/scripts/itexpo/ca06/itfall06reg.aspx?theplan=X</a>	
Send Certificate of Liability to TMC	September 26th 2006	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Request to use and Exhibitor Appointed Contractor	September 26th 2006	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com & Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Booth Furnishings & Accessories	September 26th (Early Bird Discount)	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Signage, Hanging Materials/Riggigng, Display Labor	September 26th (Early Bird Discount)	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Computer Rental	September 26th (Early Bird Discount)	ShowGear Norma Walker 800.840.4327 Nwalker@showgear.com	
Lead Retrieval	September 18th (Early Bird Discount)	Technology Resource Corporation Stacey Fisher 800.922.8646 x 128 sfisher@trcrent.com	
Electric	Ask Vendor(Early Bird Discount)	Edlen Electric Susan Butte 619.696.6626 sbutte@edlen.com	
Internet	21 days before move in date (Early Bird Discount)	Smart City Donna Kacmarcik 619.525.5510 dkacmarcik@smartcity.com	
Audio/Visual Equipment Rental	September 26th (Early Bird Discount)	ShowGear Norma Walker 800.840.4327 Nwalker@showgear.com	
Warehouse Shipping Deadline	Begins September 11 2005 8:00 AM Ends October 4, 2006 4:30 PM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Direct Shipment to San Diego Convention Center Exhibit Hall B	NO SHIPMENTS before Tuesday October 10, 2006 8:00 AM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	