



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 January 2nd	Ft. Lauderdale Marina Marriott 800.228.9290	
Submit Directory Listing Description	December 16th 2005	<a href="http://www.tmcnet.com/scripts/itexpo/fl06/itsprin
g06sdlf.aspx">http://www.tmcnet.com/scripts/itexpo/fl06/itsprin g06sdlf.aspx	
Order Exhibitor Conference Passes	December 23rd 2005	<a href="http://www.tmcnet.com/scripts/itexpo/fl06/itsprin
g06reg.aspx?theplan=E">http://www.tmcnet.com/scripts/itexpo/fl06/itsprin g06reg.aspx?theplan=E	
Order Exhibitor Staff Passes	December 23rd 2005	<a href="http://www.tmcnet.com/scripts/itexpo/fl06/itsprin
g06reg.aspx?theplan=X">http://www.tmcnet.com/scripts/itexpo/fl06/itsprin g06reg.aspx?theplan=X	
Send Certificate of Liability to TMC	January 9th 2006	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Request to use and Exhibitor Appointed Contractor	December 23rd 2005	Heidi Tanacea 203.852.6800 x 153 htanacea@tmcnet.com	
Booth Furnishings & Accessories	January 9th (Early Bird Discount)	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Signage, Hanging Materials/Riggigng, Display Labor	January 9th (Early Bird Discount)	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Computer Rental	January 1st (Early Bird Discount)	Encore/Insight Staging & Events Joyce Sweiss 949.435.1108 Joyce @InsightAV.com	
Lead Retrieval	January 9th (Early Bird Discount)	Technology Resource Corporation Stacey Fisher 800.922.8646 sfisher@trcrent.com	
Electric	14 days before show date (Early Bird Discount)	Edlen Electric Chris Chase 305.623.5335 cchase@edlen.com	
Internet	10 days before show date (Early Bird Discount)	Priority Networks 702.967.9300	
Audio/Visual Equipment Rental	January 1st (Early Bird Discount)	Encore/Insight Staging & Events Joyce Sweiss 949.435.1108 Joyce @InsightAV.com	
Warehouse Shipping Deadline	Begins December 4 2005 8:00 AM Ends January 20,2006 4:30 PM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	
Direct Shipment to Ft. Lauderdale Broward County Convention Center	NO SHIPMENTS before January 24 8:00 AM	Teamwork, Inc Paula Perez 508.230.0397 pperez@teamwork-inc.com	