



# Coal Gen Deadline Dates 2011

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Coal Gen Contract/Application	Complete
New Exhibitor Deposit with Application (balance due)	Upon receipt of invoice

**Hotel Reservations**

**Phone:**

888.472.7462 or 310.235.2647

**Web:**

[www.preferred1.com/reservations](http://www.preferred1.com/reservations)

ASAP

**JUNE**

Payment of Both Space (balance due)	June 17, 2011
Exhibitor Appointed Contractor Request Form	June 17, 2011
Hotel Group Rates	June 20, 2011

**JULY**

Exhibitor Certificate of Liability Insurance	July 15, 2011
Custom Carpet	July 18, 2011
Rental Exhibits	July 18, 2011
Hotel Individual Rates	July 20, 2011
Exhibitor Badge Order Form (to receive in advance)	TBD
Additional Exhibitor Badge Order Form	TBD

**AUGUST**

Smart City (Internet)	August 2, 2011
Brede Exhibition Services (discount price deadline date)	August 3, 2011
Furniture	August 3, 2011
Carpet	August 3, 2011
Coal Gen Guest Pass Order Form – Exhibits Only	TBD
Advance Shipment to Warehouse MUST arrive to avoid late fees	August 3, 2011
Audio Visual & Computers Early Bird Date	TBD
Direct – Show Site Shipment may not arrive PRIOR to	August 16, 2011

