

COAL-GEN®

CONFERENCE & EXHIBITION

AUGUST 19-21, 2009 ● WWW.COAL-GEN.COM

CHARLOTTE CONVENTION CENTER, NORTH CAROLINA

EXHIBIT DEADLINE CHECKLIST

This list is not meant to define every deadline contained within the exhibit manual. It is the responsibility of the exhibitor to thoroughly review and follow all deadlines contained within. The deadlines below are merely a guideline that would apply to most exhibit booths at the event and are meant to highlight deadlines that apply to available discounts from the various official contractors.

DUE DATE	DESCRIPTION	COMPLETED
ASAP	Reserve Event Sponsorship	
	Make your travel arrangements and book hotel rooms	
	Register your Exhibit Booth Staff	
	DirectEventConnect Enhanced Exhibitor Listings Due	
4/13/10	Booth space final fees due	
6/11/10	<i>Power Engineering</i> magazine Show Issue (July) Close Date	
6/11/10	SHOW GUIDE Space Reservation Due	
6/16/10	SHOW GUIDE Ad Copy Due	
6/29/10	Hotel Room Lists due to Preferred Convention Services for companies who have reserved a block of rooms.	
7/1/10	Exhibit Booth Staff Registration Cancellation (50% refund) Deadline	
7/1/10	Last day for Registration Cancellations - minus \$100 administrative charge	
7/1/10	Pre-Registration List request deadline	
7/9/10	Non-Official Contractor (EAC) Form Due and Insurance Certificate to Brede Due	
7/9/10	Rental Display Discount Deadline	
7/9/10	Lead Retrieval Discount Deadline	
7/9/10	Carpet Rental Orders Due	
7/10/10	Literature Distribution Forms Due	
7/14/10	Hotel Reservation Form Discounted Rate Cut-Off	
7/15/10	Exhibitor Shipments accepted at Brede Warehouse	
7/20/10	Certificate of Insurance Due	
7/20/10	Literature Distribution Materials Due	
7/23/10	Audio Visual and Computer Order Advance Rate Deadline	
7/23/10	Internet and Telephone Forms Incentive Pricing Deadline	
7/23/10	Electrical Advanced Rate Deadline	
7/23/10	Plumbing and Compressed Air Order Forms Advanced Rate Deadline	
7/23/10	Security Order Forms Advanced Rate Deadline	
7/27/10	Exhibitor Shipments Advance Rate Expires	



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7/27/10	Sign and Banner Hanging Order Form Advance Rate Expires	
7/27/10	Furniture Order Advance Rate Expires	
7/27/10	BREDE Order Forms Discount Deadline (unless specific form states otherwise)	
8/4/10	Booth Catering Prices Increase	
8/5/10	Last Day for Shipments to arrive Brede Warehouse (30% surcharge added)	
8/6/10	Booth Cleaning Prices Increase	
8/6/10	Floral Order Form Due	
8/9/10	Begin Direct Shipments to David L. Lawrence Convention Center	
8/31/10	Post-Show List request Deadline	

