

ITC Exhibits Check List

Date: 1-August 2011

| Check | Due Date | Subject | In Exhibits Manual, Where to find it |
|-------|------------------|------------------------------------|---|
| | On Site | Badges, Exhibits Only | ITC Registration Booth |
| | Automatic | Full Conference Badges | ITC Registration Booth |
| | Now | Hotels, Reservations | Logistics #1 |
| | Now | ITC Web Link | Marketing Opportunitieess #6 |
| | Now | Telephone | Logistics #3 |
| | Now | Security | Logistics #6 |
| | Now | AV Rental | Logistics #3 |
| | Now | Meeting Room Requests | Marketing Opportunitieess #4 |
| | Now | Corporate Presentation Track | Marketing Opportunitieess #5 |
| | Now | Exhibitor Listing Conference Guide | Marketing Opportunitieess #3 |
| | Now | Advertising Order Conference Guide | Marketing Opportunitieess #3 |
| | Now | Ad, Conference Guide Payment | Marketing Opportunitieess #3 |
| | 4-Aug | Design Approval | Logistics #2 |
| | 15-Aug | Badges, Exhibitor | Logistics #5 |
| | 26-Aug | Lead Retrieval Sys Order | Marketing Opportunitieess #7 |
| | 1-Sep | Passport Program | Marketing Opportunitieess #8 |
| | 2-Sep | Hotel Reservation Cut-off | Logistics #1 |
| | 2-Sep | Compressed Air/Water/Drain | Logistics #2 |
| | 2-Sep | Electrical | Logistics #3 |
| | 2-Sep | Floral | Logistics #3 |
| | 5-Sep | EAC Form | Logistics #4 |
| | 5-Sep | Rigging Labor Order | Booth Setup Support #4 |
| | 5-Sep | Signs, Hanging | Booth Setup Support #4 |
| | 5-Sep | Labor Order | Booth Setup Support #4 |
| | 5-Sep | Warehouse Shipment | Booth Setup Support #4 |
| | 5-Sep | Furniture, Custom Rental | Booth Setup Support #4 |
| | 5-Sep | Standard Booth Furnishing | Booth Setup Support #4 |
| | 5-Sep | Booth Cleaning | Booth Setup Support #4 |
| | 5-Sep | Carpet Rental | Booth Setup Support #4 |
| | 5-Sep | Credit Card Charge | Booth Setup Support #4 |
| | 5-Sep | Order Recap/Payments | Booth Setup Support #4 |
| | 5-Sep | Specialty Signage | Booth Setup Support #4 |
| | 7-Sep | Internet Connections | Logistics #3 |