

Deadlines Checklist

CHEM|INNOVATIONS
2011 | CONFERENCE
& EXPO
September 13-15, 2011

<u>Deadline</u>		<u>Date Completed</u> <i>(for your records)</i>
July 22	EXHIBITORS - ATTENDING CONFERENCE SESSIONS Last Pre-Registration Discount	_____
July 31	Deadlines for Custom Qualifiers and for Lead Retrieval Discount	_____
August 9	Final Date for Hotel Rooms Please use OnPeak to book your hotel rooms	_____
August 10	Submit Free 30-word Listing for your Company and/or Logo Upgrade for Show Guide	_____
August 10	Closing on Show Guide Advertising	_____
August 15 Thru September 6	Advanced Shipping Dates To Warehouse Note shipments received after 9/6 will be assessed a penalty	_____
August 23	Aramark Catering deadline for Opening Reception Order And Booth Food Distribution	_____
August 29	Internet –Telephone Incentive Ordering price Deadline	_____
August 29	Freeman Discount Rate Deadline to turn in All Furniture, Electrical, Carpet Forms, etc.	_____
August 29	Electrical - Plumbing Incentive Ordering price Deadline	_____
September 2	Discount Deadline for CCR AudioVisual or Computer Rental Orders	_____
September 12	Onsite Shipping to George R. Brown Convention Center Shipments arriving BEFORE 8:00 AM may be refused	_____