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IMPORTANT DEADLINES

- August 8, 2008** Full/Final Booth Payment Due
- September 19, 2008** Deadline to petition Jason (jpetty@namb.org) for a booth over 20' feet in height. (Only Island booths may be over 8'. Please see *Terms and Conditions*.)
- Deadline to e-mail your **Exhibitor Reference/Company Services Description** for convention program to exhibitor@banatcommunications.com
(See information following in this section of the *Exhibitor Service Manual*.)
- September 29, 2008** **Early registration** (discounted rates) cut off
- September 29, 2008** To declare use of an **Independent Service Contractor**. (See "Exhibitor Appointed Contractor" under *Exhibitor Terms and Conditions*.)
- Deadline to petition Jason (jpetty@namb.org) for a booth with covers or any hanging cover, such as a canopy, that exceeds 225 square feet. It will require built in sprinkler protection. Any booth with ceiling cover or hanging canopy must be submitted to Jason and fire marshal for approval by this date.
 - Please see Section #5 of this Service Manual--- MGM Grand Exhibit Rules and Regulations Guide/Working Policies—Item #35)
- October 13, 2008** Last day to *guarantee* convention **hotel sleeping** rates (See "Exhibitor Hotel Reservation Form")
- October 15, 2008** To file for "unusual activities/displays." (See "Operating Restrictions" under *Exhibitor Terms and Conditions*.)
- Begin **shipping items in advance** to Freeman—see "SECTION #4"
- October 17, 2008** Last day to cancel booth (badge) registrations with Experient and request 50% refund
- October 24, 2008** Deadline for **discounted rate** for rental of **Lead Retrieval System/ExpoCard Reader** (See "*Section #6/Additional Services*.")
- October 21, 2008** Deadline to place **Food Orders** for your booth at MGM Grand
- October 31, 2008** **Attendee Mailing List** Form due

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- November 3, 2008** Deadline to register all **Hosted/Sponsored Functions** and Hospitality Suites. (See information following in this section of the *Exhibitor Service Manual*.)
- November 3, 2008** **Late registration** of booth personnel passes (**all changes or registrations after 11/3/07 are done on-site**)
- Advanced discount rates with Freeman to order all **non-freight related items**
- Advance purchase (**using enclosed Exhibitor Group Registration Form**) of tickets to the *Opening Reception*
- November 7, 2008** Deadline to submit description of any "**Hotel Door Drop**" from the MGM Grand. **Meetings Dept must approve items before distribution.** (See "Hotel Door Drops" in the Official NAMB Service Guide.)
- Deadline to submit description of any "**giveaway item**" by exhibitor. **Meetings Dept must approve items before displayed in your booth.** (See "Giveaways/Prize Drawings" under *Exhibitor Terms and Conditions*.)
- Advanced discount rates with Edlen Electrical to **order Electric & Water**
- November 3, 2008** Deadline to place **Plant and Flower** orders
- Deadline to order **Lead Retrieval System/ExpoCard** (See "*Section #6/Additional Services*.")
- Advanced discount rates for **Internet Service** with MGM Grand Internet Services Dept
- November 10, 2008** "Materials arriving after this date to the Freeman will be received at the warehouse with an additional after deadline charge." See "SECTION #4 of this Service Manual
- November 16, 2008** (8:00am) If **shipping directly to the MGM Grand/Convention Center in care of Freeman**, your items cannot arrive before this time/date or they will be refused by the convention center.
- November 18, 2008** (8:00am) **Booths must be completely set up** (including carpet) for walk-through by Las Vegas Fire Marshal/Inspection
- (3:00pm) NAMB will make a one-time announcement on the public address system—announcing winners of giveaway or prize drawings privately held by exhibitors. Companies must make arrangements with the NAMB Exhibits Manager by this time. Please bring your announcement information to the NAMB BOOTH LOCATED INSIDE THE EXHIBIT HALL.