

## IMPORTANT DATES TO REMEMBER

DESCRIPTION	DEADLINE DATE
<b>Program Guide</b> – Company listing & logo	<b>1/26/2010</b>
<b>Hotel discount deadline</b> To reserve rooms call Par Avion at 800-826-4353 <a href="http://www.internationalhospitalityweek.com">www.internationalhospitalityweek.com</a>	<b>2/04/2010</b>
<b>Lead retrieval online discount deadline</b> To order call Epic at 980-233-3777	<b>2/05/2010</b>
<b>Insurance Certificate forms due</b> Return insurance forms online at <a href="http://www.showinsurance.com">www.showinsurance.com</a> or via fax to: 440-815-215	<b>2/5/2010</b>
<b>Audio Visual discount deadline</b> To order call Smart City, 888-446-6911 <a href="http://www.smartcity.com">www.smartcity.com</a>	<b>2/13/2010</b>
<b>Electrical Service discount deadline</b> To order return forms via fax to 866-329-1437 <a href="http://www.ges.com">www.ges.com</a>	<b>2/14/2010</b>
<b>GES services discount deadline</b> To order return forms via fax to 866-329-7437 <a href="http://www.ges.com">www.ges.com</a>	<b>2/14/2010</b>
<b>Server Policy deadline</b> Return via fax to: 662-281-0104	<b>2/14/2010</b>
<b>Exhibitor registration</b> (deadline to receive badges in the mail)	<b>2/21/2010</b>
<b>Advanced Freight Shipment deadline</b>	<b>3/03/2010</b>
<b>Direct Freight Shipment deadline</b>	<b>3/08/2010</b>