

# CLEO: EXPO 2012

## Exhibitor Checklist & Deadlines

Please review the manual and return the appropriate forms by the dates indicated. Avoid paying premium prices by ordering services by these deadlines. Show Management has provided all primary exhibit contacts with the appropriate password needed to access certain areas of the Service Center.

### CLEO: EXPO SHOW MANAGEMENT

Item	Contact or Location of Form	Order Form Deadline
<input type="checkbox"/> Communications Contact (PR) Registration Form	<a href="#">PR Toolkit</a>	ASAP
<input type="checkbox"/> Sponsorships	<a href="mailto:tmarkusson@osa.org">tmarkusson@osa.org</a>	While Supplies Last
<input type="checkbox"/> Buyers' Guide Ad Insertion Order ( <i>subject to availability</i> )	<a href="mailto:tmarkusson@osa.org">tmarkusson@osa.org</a>	Subject to availability
<input type="checkbox"/> Exhibit Space Payment, in Full	<a href="mailto:cleoaccounts@osa.org">cleoaccounts@osa.org</a>	20 January 2012
<input type="checkbox"/> Buyers' Guide Company Listing and Product Categories	<a href="#">Online Exhibitor Service Center</a>	8 February 2012
<input type="checkbox"/> CLEO/Laser Focus World Innovation Award Application Submission	<a href="#">Online Submission</a>	5 March 2012
<input type="checkbox"/> NEW Opportunity! CLEO Technology Playground.	<a href="mailto:cleosales@osa.org">cleosales@osa.org</a>	TBD
<input type="checkbox"/> Buyers' Guide Advertising Materials	<a href="mailto:smullen@osa.org">smullen@osa.org</a>	1 March 2012
<input type="checkbox"/> Buyers' Guide <a href="#">Additional Listing Form</a> (for inclusion in Main Guide)	<a href="mailto:cleosales@osa.org">cleosales@osa.org</a>	1 March 2012
<input type="checkbox"/> Exhibitor Personnel Pre-Registration	<a href="#">Online Exhibitor Service Center</a>	19 March 2012
<input type="checkbox"/> Pre-Registration Deadline	<a href="#">Online</a>	21 March 2012
<input type="checkbox"/> <a href="#">Group Badge Pick-up Request Form</a>	<a href="mailto:cleoexhibits@osa.org">cleoexhibits@osa.org</a>	21 March 2012
<input type="checkbox"/> <a href="#">Laser Safety Inspection Request Form</a>	Exhibitor Services / Vendor Forms	17 April 2012
<input type="checkbox"/> Buyers' Guide <a href="#">Additional Listing Form</a> (for inclusion in Addendum)	<a href="mailto:cleosales@osa.org">cleosales@osa.org</a>	18 April 2012

### HOUSING (Travel Planners)

Item	Location of Form	Order Form Deadline
<input type="checkbox"/> Exhibitor Housing Opens	<a href="#">Online</a>	November 2011
<input type="checkbox"/> <a href="#">Deadline for Group Reservations (10 or more rooms)</a>	Exhibitor Housing	24 February 2012
<input type="checkbox"/> <a href="#">Exhibitor Rooming Lists Due</a> (provide names for all rooms previously blocked)	Exhibitor Housing	24 February 2012
<input type="checkbox"/> Cancellation Deadline	Exhibitor Housing	72 hrs. prior to arrival

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### GENERAL SERVICES CONTRACTOR (Hargrove, Inc.)

Item	Location of Form	Order Form Deadline
<input type="checkbox"/> <a href="#">Exhibitor Appointed Contractor (EAC) Notification Form</a>	Freight, Shipping & Labor	6 April 2012
<input type="checkbox"/> <a href="#">Certificates of Insurance from EACs</a>	Freight, Shipping & Labor	6 April 2012
<input type="checkbox"/> <a href="#">Payment Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Third Party Billing Agreement</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Material Handling Estimate Form</a>	Freight, Shipping & Labor	6 April 2012
<input type="checkbox"/> <a href="#">Labor Form</a>	Freight, Shipping & Labor	6 April 2012
<input type="checkbox"/> <a href="#">Standard Tables &amp; Drapery Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Standard Chairs, Accessories &amp; Display Cabinets Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Carpet Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Vacuuming/Booth Cleaning Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Signs &amp; Graphics Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <a href="#">Specialty Furnishings Order Form</a>	Exhibitor Services / Vendor Forms	6 April 2012

### ADDITIONAL SUPPLIERS

Item	Location of Form	Order Form Deadline
<input type="checkbox"/> <b>Ground Freight</b> <i>Hargrove Shipping</i>	<a href="#">Online</a>	No Discount Deadline
<input type="checkbox"/> <b>Air Freight</b> <i>STS Air Cargo</i>	Freight / Shipping & Labor	No Discount Deadline
<input type="checkbox"/> <b>Customs / Import Shipping</b> <i>TWI</i>	Freight / Shipping & Labor	No Discount Deadline
<input type="checkbox"/> <b>Booth Personnel / Talent</b> <i>Judy Venn &amp; Associates</i>	Exhibitor Services / Vendor Forms	No Discount Deadline
<input type="checkbox"/> <b>Floral</b> <i>TLC</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Air &amp; Water</b> <i>J&amp;D Plumbing</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Lead Retrieval</b> <i>Showcare Solutions</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Telecommunications</b> <i>Streamline Communications</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Internet</b> <i>Streamline Communications</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Catering</b> <i>Team San Jose</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Electric</b> <i>Edlen Electrical</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Computer and Audio-Visual Rental</b> <i>PRG</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>Booth Insurance</b> <i>John Buttine Inc.</i>	Exhibitor Services / Vendor Forms	6 April 2012
<input type="checkbox"/> <b>In-Booth Security</b>	Exhibitor Services / Vendor Forms	Coming Soon!
<input type="checkbox"/> <b>Photography</b>	Exhibitor Services / Vendor Forms	Coming Soon!