

# INDEX & CHECK LIST

# IECSC NY

Review this list carefully to ensure a problem-free experience!

		<u>Deadline Date</u>	<u>Completed</u>	<u>Notes</u>
<b>GENERAL INFORMATION</b>				
Exhibitor Table & Chair Request Form (4 or more booths)	*****	15-Feb	_____	_____
Show Schedule & Move-In/Out Info	*****	15-Feb	_____	_____
Authorized Contractors	*****	Review Now	_____	_____
General Information	*****	Review Now	_____	_____
Show Rules & Regulations (Height Restrictions)	*****	Review Now	_____	_____
Noise Regulations	*****	Review Now	_____	_____
<b>REGISTRATION INFORMATION</b>				
Exhibitor Staff Badge Registration Form	*****	5-Feb	_____	_____
Lead Retrieval Order Form	*****	5-Feb	_____	_____
<b>INSURANCE INFORMATION</b>				
Show Insurance Registration Form	*****	7-Feb	_____	_____
<b>GENERAL CONTACTOR</b>				
Welcome To Metropolitan Exposition Show Information	*****	Review Now	_____	_____
Method of Payment & Price Sheet	*****	Review Now	_____	_____
Furnishings, Carpet, Stage Rental Order Form	*****	19-Feb	_____	_____
Signs & Graphics Order Form	*****	19-Feb	_____	_____
<b>LABOR INFORMATION</b>				
Labor Jurisdiction	*****	19-Feb	_____	_____
Labor Information	*****	Review Now	_____	_____
Labor Order Form	*****	19-Feb	_____	_____
EAC Rules	*****	Review Now	_____	_____
Hanging Signs	*****	Review Now	_____	_____
<b>SHIPPING INFORMATION</b>				
Shipping & Delivery of Exhibitor Materials	*****	Review Now	_____	_____
Warehouse Deadline	*****	26-Feb	_____	_____
Material Handling Order Form	*****	Review Now	_____	_____
Shipping Labels	*****	Review Now	_____	_____
Phoenix International Business Logistics Order Form	*****	Review Now	_____	_____
<b>BUILDING CONTRACTORS</b>				
Electrical & Plumbing Order Form	*****	19-Feb	_____	_____
Telephone Order Form	*****	19-Feb	_____	_____
Booth Cleaning Order Form	*****	19-Feb	_____	_____
Catering (Centerplate)	*****	19-Feb	_____	_____
<b>OTHER CONTRACTORS</b>				
Levin & Associates (Display Cases)	*****	15-Feb	_____	_____
MetroMultiMedia (Audio Visual)	*****	19-Feb	_____	_____
NMR (Computer Rental)	*****	1-Mar	_____	_____
Spring Valley Floral (Floral)	*****	19-Feb	_____	_____
RAV Security (Security)	*****	Review Now	_____	_____
Oscar Einzig Photography (Photography)	*****	Review Now	_____	_____
GetVamp, LLC (Signage, Promotional Items, etc)	*****	Review Now	_____	_____
<b>HOUSING &amp; TRAVEL</b>				
ParAvion Hotel Reservation Form	*****	14-Feb	_____	_____
<b>MARKETING OPPORTUNITIES</b>				
	*****	Review Now	_____	_____





















