

TISSUE WORLD AMERICAS 2012 – TRADE –SHOW
March 21-23, 2012 – Miami Beach Convention Center, Hall A

CHECKLIST – ALL ORDER FORMS

IMPORTANT:

To benefit from the advanced order rates with some suppliers, please check and return your orders by the recommended deadlines as per below or check with the vendor directly. The list below is not ranked by deadline, but by the order the order forms can be retrieved from our website, so take some time to read and check each order individually.

1. SHOW MANAGEMENT FORMS

DEADLINES

Order Form 1. Printed Visitor Flyers.....	December 12, 2011
Order Form 2. Structural Permit Application (Multi-level booths)	January 21, 2012
Order Form 3. Show Directory Entry & Industry Category Listing	January 23, 2012
Order Form 4. Company Logo in Show Directory.....	January 23, 2012
Order Form 5. Exhibitor Certificate of Insurance + SAMPLE	January 29, 2012
Order Form 6. Exhibitor Appointed Contractors’ Insurance + SAMPLE	January 29, 2012
Order Form 7. Application + Enrollment online form for Exhibitor Insurance.....	January 29, 2012
Order Form 8. Exhibitor Appointed Contractors - Authorization Form	February 10, 2012
Order Form 9. Architectural Booth Drawings.....	February 10, 2012
Order Form 10. Exhibitor Discount to Conference Meetings Sessions	February 17, 2012
Order Form 11. Company Name Sign (Shell Scheme Exhibitors only)	March 5, 2012
Order Form 12. Fire Department Permit.....	March 7, 2012
Order Form 13. Exhibitor Booth Staff Registration	March 16, 2012

2. VISTA CONVENTION SERVICES - GENERAL DECORATING COMPANY.....	March 5, 2012
3. EDD HELMS - ELECTRICAL, AIR AND WATER	March 2, 2012
4. CCR – AUDIO-VISUAL AND COMPUTER RENTALS	March 6, 2012
5. ROCK-IT CARGO – INTERNATIONAL AND DOMESTIC FREIGHT	no advance rate, check with vendor directly for deadlines
6. CENTERPLATE – BOOTH CATERING	March 6, 2012 – no advance rate, recommended deadline
7. SMART CITY – TELECOMMUNICATIONS – INTERNET.....	March 4, 2012
8. ORGANIZED EVENTS – FLORAL AND PLANTS RENTALS.....	March 6, 2012 – no advance rate, recommended deadline
9. EDWARDS MANAGEMENT GROUP – HOSTESSES /TEMP STAFF	February 21, 2012 – no advance rate, recommended deadline
10. ANDY FRAIN – EXTRA BOOTH SECURITY	March 6, 2012
11. QVC INSCRIPT- LEAD RETRIEVAL RENTAL.....	March 6, 2012 – no advance rate, recommended deadline
12. MTC – HOTEL ACCOMMODATION.....	February 17, 2012 (subject to availability)