

# EXHIBITOR CHECKLIST

## **October 1, 2009**

- Application and 50% deposit due for exhibitors wishing to be assigned space according to the priority point system.
- All applications received after October 1, 2009, require full payment and are assigned on a first-come, first-served basis.

## **November 12, 2009**

- Last day to cancel with exhibitor responsible for 25% of full booth fee.

## **November 13, 2009**

- Balance due for exhibit space.

## **November 20, 2009**

- 25-word product/service description due for inclusion in onsite program.

## **December 3, 2009**

- Last day to cancel with exhibitor responsible for 50% of full booth fee.

## **December 4, 2009**

- No refunds after December 4, 2009.