

## Early Bird Deadline Dates

For your convenience, below you will find a list of the Early Bird Deadline Dates for each of the contractors from which you may need to order services. Please pay close attention to these dates as the rate will increase should you place orders after the designated deadlines. This list also includes the name of the contractor along with the contact information.

**You are required to submit a Notification of Intent to Use EAC form and EAC Certificate of Insurance to Lola Ortega at [lortega@vpico.com](mailto:lortega@vpico.com) or fax to +1 602 567 6887. Please review union regulations regarding hiring an EAC in this kit.**

Item	Contact	Contact Info	Deadline Date
Certificate of Insurance	Mike Palmer	mpalmer@vpico.com	Immediately
Exhibitor Listing	Lola Ortega	lortega@vpico.com	Immediately
EAC Certificate of Insurance & Intent to use EAC Form	Lola Ortega	lortega@vpico.com	7/25/11
Lead Retrieval	Crosstech Partners	+1 781 821 6734	6/24/11
Booth Carpet	Freeman Services	+1 773 473 7080	8/9/11
Furnishings	Freeman Services	+1 773 473 7080	8/9/11
Internet	McCormick Place	+1 312 791 6113	8/10/11
Electric	McCormick Place	+1 312 791 6113	8/10/11
Audio/Visual	Freeman Services	+1 708 255 7100	8/9/11
Booth Cleaning	Freeman Services	+1 773 473 7080	8/9/11
Floral	Northern Greenhouses	+1 312 666 9177	8/19/11
EAC to Install/Dismantle	Freeman Services	+1 773 473 7080	8/9/11
Warehouse Material Handling	Freeman Services	+1 773 473 7080	8/9/11
Arrange Shipping	Freeman Transportation	+1 800 995 3579	8/9/11
Shipping Accepted at Advanced Warehouse	Freeman Services	+1 773 473 7080	7/18/11- 8/16/11