

### 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 deadline. This list also includes the name of the contractor along with the contact information.

If you plan to use a company besides Freeman for your install/dismantle needs, complete the EAC form included in the kit and return to Freeman by February 24, 2012.

Item	Contact	Contact Info	Deadline Dates
Certificate of Insurance	Mike Palmer	<a href="mailto:mpalmer@vpico.com">mpalmer@vpico.com</a>	12/16/2011
Exhibitor Company Listing	Lola Ortega	<a href="mailto:lortega@vpico.com">lortega@vpico.com</a>	11/18/2011
EAC Form	Freeman	702 579 1700	2/24/2012
Lead Retrieval	Crosstech Partners	781 821 6734	1/27/2012
Internet	Encore Productions	702 967 4300	3/13/2012
Electric	Encore Productions	702 946 4840	3/13/2012
Audio/Visual	Encore Productions	702 866 1133	3/13/2012
Advanced Warehouse Receive Shipment	Freeman Services	702 579 1700	2/24 thru 3/20
Audio/Visual	Encore Productions	702 866 1133	3/13/2012
Shipping	Freeman Services	800 995 3579	3/13/2012
Furnishings	Freeman Services	702 579 1700	3/13/2012
Floral	National Plant	713 627 3402	3/26/2012
Booth Carpet	Freeman Services	702 579 1700	3/13/2012
Booth Cleaning	Freeman Services	702 579 1700	3/13/2012