

Complete	Date	Item	Link
<b>FEBRUARY</b>			
o	2/15/08	Exhibitor Personnel Registration Opens	General Information
<b>MARCH</b>			
o	3/7/08	EAC Notification Form with Certificate of Insurance (to Show Management and Shepard Exposition Services)	Move-In/Move-Out
o	3/7/08	Booth Insurance	General Information
o	3/7/08	Show Directory Ad's Due	Exhibiting Tips
o	3/10/08	Advance Shipping Warehouse Opens	Move-In/Move-Out
o	3/14/08	RoboBusiness Hotel Discount Cut-Off Date	General Information
o	3/14/08	Exhibitor Registration Deadline	General Information
o	3/18/08	Exhibit Rental Forms - (early discount*)	Service Provider Order Forms - Shepard
o	3/18/08	Payment Authorization Form/3rd Party Payment	Service Provider Order Forms - Shepard
o	3/18/08	Booth Furnishing Forms (early discount*)	Service Provider Order Forms - Shepard
o	3/18/08	Display Walls & Accessories Form	Service Provider Order Forms - Shepard
o	3/18/08	Signage and Graphics Order Form - (early discount*)	Service Provider Order Forms - Shepard
o	3/18/08	Labor Order Form	Service Provider Order Forms - Shepard
o	3/18/08	Material Handling Order Form	Service Provider Order Forms - Shepard
o	3/18/08	Skid Accessible Storage Order Form	Service Provider Order Forms - Shepard
o	3/18/08	Advance Rigging Request	Service Provider Order Forms - Shepard
o	3/18/08	Rental Hanging Sign Form (early discount*)	Service Provider Order Forms - Shepard
o	3/18/08	Booth Layout Placement Form	Service Provider Order Forms - Shepard
o	3/18/08	Booth Cleaning Form (early discount*)	Service Provider Order Forms - Shepard
o	3/21/08	Telecommunications Order Form (early discount*)	Service Provider Order Forms
o	3/21/08	Electrical Order Form (early discount*)	Service Provider Order Forms
o	3/21/08	Security Order Form (early discount*)	Service Provider Order Forms
o	3/21/08	Plumbing, Air & Gas Order Form (early discount*)	Service Provider Order Forms
o	3/31/08	Advance Shipping Warehouse Closes (Late fees are applied if received after this date)	Move-In/Move-Out
<b>APRIL</b>			
o	4/7/08	Move-In Begins & Shipments accepted after 8am	General Information
o	4/8/08	RoboBusiness Conference Begins	General Information
o	4/8/08	RoboBusiness Exhibit Floor Opens at 11am	General Information
o	4/9/08	RoboBusiness Exhibit Hall Closes at 5pm	General Information

*\* Please note that these items may be ordered after the deadline, but are subject to price increases after the date indicated below.*