

## Exhibitor Deadlines/Order Form Worksheet

Questions: [help@championexpo.com](mailto:help@championexpo.com)  
 TEL: +1.800.723.1123 FAX: +1.508.946.1019

Online Ordering: [www.championexpo.com](http://www.championexpo.com)

Complete and submit the individual Champion Order Forms listed in Section 1 before each Advance Order Deadline Date to take advantage of our discount prices. Full payment must be submitted with your orders.

Champion Exposition Services 139 Campanelli Drive, Middleboro, MA 02346

### 1 Champion Order Forms

*Email, Fax or mail completed forms directly to Champion Exhibitor Services Department.*

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Credit Card Authorization	<b>Submit with first order</b>		\$
Exhibitor-Appointed Non-Official Contractor Authorization Form	September 8, 2009		\$
Carpet (Prestige) Order Form*	September 8, 2009		\$
Rental Booth Package Order Form	September 17, 2009		\$
Booth Accessory Rental Order Form	September 17, 2009		\$
Custom Signage Order Form*	September 17, 2009		\$
Electrical Services Order Form	September 17, 2009		\$
Carpet (Standard) Order Form*	September 24, 2009		\$
Furniture & Accessories Order Form	September 24, 2009		\$
Tables, Counters & Drapery Order Form	September 24, 2009		\$
Third-Party Payment Authorization	September 24, 2009		\$
Booth Labor (Installation & Dismantle)	September 24, 2009		\$
Rigging & Forklift Order Form*	September 24, 2009		\$
Booth Cleaning & Porter Service Order Form*	September 24, 2009		\$
Hanging Ceiling Signs Labor Order Form*	September 24, 2009		\$
Exhibition Floor Vehicle Placement Order Form	September 24, 2009		\$
Freight Handling Information	October 1, 2009		\$

\*Taxable item. ■ If applicable.

### 2 Other Official Supplier Order Forms

*Rental services and utilities.*

**Please email, fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not submit these forms to Champion.**

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Transportation - Kushner	September 10, 2009		\$
Lead Retrieval - Amer. Expo. Technologies	September 11, 2009		\$
Catering by SMG	September 21, 2009		\$
Audio Visual - AV Concepts	September 25, 2009		\$
Computer - Menlo Event Services	September 25, 2009		\$
Floral - Overend Designs	September 25, 2009		\$
Photography - Oscar Einzig	October 4, 2009		\$
Telephone/Internet - Moscone Center	SEE FORM FOR DETAILS		\$
Direct Marketing - Direct Market Sol, Inc.	SEE FORM FOR DETAILS		\$
Security Service	SEE FORM FOR DETAILS		\$
Transport - Schenker, Inc	SEE FORM FOR DETAILS		\$
Other [ ]			\$

