

# HydroVision®

## INTERNATIONAL

### Important Deadlines Checklist

Due On	Action Item:
ASAP	Register your staff for HydroVision International
ASAP	Book hotel rooms
ASAP	Update Exhibitor Profile on HydroVision International DirectEventConnect Online Community Contact the content management team: Content Management Team Phone: 877-214-8364 (toll-free) Fax: 888-783-4305 (toll-free) <a href="mailto:content@community.hydroevent.com">Email: content@community.hydroevent.com</a>
ASAP	Option to upgrade your DirectEventConnect Profile to Gold or Platinum <a href="mailto:vanessat@pennwell.com">Contact vanessat@pennwell.com for more information</a>
ASAP	Advertise your presence at HydroVision to attendees with a Premium Leaderboard ad on DirectEventConnect. <a href="mailto:vanessat@pennwell.com">Contact vanessat@pennwell.com for more information</a>
ASAP	Purchase a popular keyword search on DirectEventConnect in order to be the first result returned to searching attendees
June 1, 2011	Print Deadline to upgrade DirectEventConnect listing to include company logo in show guide.
June 7, 2011	Early Bird Registration discount expires
June 17, 2011	Lead Retrieval Order Discount from American Tradeshow Services
June 23, 2011	Freeman to begin accepting warehouse shipments
June 28, 2011	Wombo Inc. Incentive Order Deadline for Internet & Telecommunications
July 1, 2011	Send out complimentary exhibit hall passes to your top customers, inviting them to visit you at HydroVision International.
July 1, 2011	Deadline for Certificates of Insurance and EAC
July 5, 2011	Advance Order discount deadline for Freeman services Carpet Furnishings & Accessories Graphics and Signs Rental exhibits Electric Plumbing Booth Cleaning Labor
July 5, 2011	Early Order deadline date for Freeman Audio Visual Computer and Display equipment Audio / Video equipment Projection equipment
July 10, 2011	Freeman warehouse shipment must arrive on or before this date to avoid an additional after deadline charge
July 13, 2011	Last Day to Pre-Register Exhibit Booth Staff (after July 13th must be done on-site)
July 18, 2011	Freeman will begin to accept shipments at the Sacramento Convention Center at 8:00am.
July 19, 2011	Exhibitors must be completely moved-in and set up by 2:00pm
July 22, 2011	All Exhibitor materials must be removed from the exhibit facility by 3:00pm