



Check List/Due Dates

GENERAL ITEMS:

- Complete Exhibit Layout- see items #3,#10,#11, #13, #14 & #16 of the Rules/Regulations
- Select Exhibit Personnel
- Pre-show Marketing- Distribute Invitations, Special Exhibit Tickets & Promotional Materials
- Hotel Reservations- Courtyard by Marriott

- Ship Exhibit- Freight (see shipping instructions)

EXHIBITOR FORMS & DEADLINES - RETURN TO THE MBIA OFFICE

- Final payment for Space _____ Payment Due to MBIA by **December 1, 2009**
 - Product Authorization Mix ('10, '09, '08 & '07) Form
 - Exhibitor Badge Request Form
 - Manufacturers Reps
 - Special Admission Ticket Form
 - Insurance Form
 - Exhibitor Acknowledgment Form
 - Move-in/out Button Request Form
 - Sign Variance Form
 - Crane Lift Form
 - Cleaning Personnel Form
 - Product Listing (Bulk Exhibitor) Form
 - Product Listing (Booth Exhibitor) Form
- Forms Due to MBIA by **January 8, 2010**

EXHIBITOR FORMS & DEADLINES - RETURN TO THE FOLLOWING COMPANIES:

(Do Not Mail or Fax to the MBIA.)

HOTEL RESERVATIONS: Courtyard by Marriott, call (800) 228-9290 or (313) 568-8000

- Deadline for reservations- Friday, January 29, 2010**
For group rate, ask for the **MBIA Group Rate**
Group rate- \$89 Single, double, triple or quad rate

CONVENTION & SHOW SERVICES: *(Order in Advance & Save)*



- Limitations of Liability
 - Shipping Information
 - Credit Policy
 - Outside Contractor's Agreement
 - Authorization for Third Party Billing
 - Sign Order Form
 - Labor Order Form
 - Rental Order Form
- Forms Due to CSS by **January 25, 2010**

OTHER:

- Municipal Parking Form
 - Motor City Electrical Service Order Form
 - ABM Janitorial Services Form
 - AT&T Telephone Service Form
 - Cobo Center Internet Service Form
 - Allied Vision Audio Visual Equipment Form
- Due to City of Detroit by **January 29, 2010**
Due to MSO Elec. by **January 29, 2010**
Due to ABM by **January 30, 2010**
Due to AT&T 5 days prior to service
Due to Cobo Center 3 days prior to need
Due to Allied Vision 10 days prior to show