



ARE YOU ON SCHEDULE?

For your convenience, we have compiled the following checklist for service forms contained within this manual. We urge you to use this list as a guide, ensuring that your planning cycle is as smooth and cost-effective as possible.

DESCRIPTION	DEADLINE	COMPLETED
Logo (Vector Art) – emailed to beth.noonan@avn.com	12/6/16	_____
Rules & Regulations Mandatory Form	12/5/16	_____
Retail Sales Policy Form	12/5/16	_____
Certificate of Liability Insurance	12/17/16	_____
Internet Services Form	12/31/16	_____
Electrical Services Form	12/31/16	_____
Exhibitor Appointed Contractor Notification Form	12/27/16	_____
Exhibitor Appointed Contractor Certificate of Insurance	12/27/16	_____
Furniture Order Form	12/27/16	_____
Rental Exhibits Order Form	12/27/16	_____
Floral Order Form	12/27/16	_____
Custom Furniture Order Form	12/27/16	_____
Freight Shipments (Advanced)	1/10/17	_____
Freight Shipments (Show Site)	1/10/17	_____

QUESTIONS? Contact Amy Phelan, Event Coordinator
Email: Amy.Phelan@avn.com
Phone: (818) 718 – 5788 Ext 129