

**BEWI 2011 Ski + Snowboard Expos  
EXHIBITOR CHECKLIST**

Below is a list of the most important upcoming deadlines regarding your participation in BEWI's Ski & Snowboard Expos. Everything may not apply to your company's participation, but please make a note of all those that do (i.e. if you ordered an accessory package with your booth and that's all you need for furniture, you do not need to worry about the Decorator Order deadline). In many cases the deadline is not actually the last day you can order something but an early-order deadline. After this listed date you will likely pay a higher price for the service. Please review the Exhibitor Letter and/or webpage ([www.bewisports.com/exhibitors/exhibitor-packet/](http://www.bewisports.com/exhibitors/exhibitor-packet/)) for more info including who to contact to order the various services.

**It is almost always easier and cheaper to order things in advance!**

|   | <b>MINNEAPOLIS</b>                        | <b>DENVER</b>                               | <b>BOSTON</b>                               |
|---|---|---|---|
| Final Payment Due                                 | <input type="checkbox"/> 9/1/11           | <input type="checkbox"/> 9/1/11             | <input type="checkbox"/> 9/1/11             |
| Hotel Reservations                                | <input type="checkbox"/> 9/29/11          | <input type="checkbox"/> 10/14/11           | <input type="checkbox"/> 10/17/11           |
| Badge Request Form submitted                      | <input type="checkbox"/> n/a              | <input type="checkbox"/> 10/17/11           | <input type="checkbox"/> 10/17/11           |
| Decorator Order (furniture, carpet, etc)          | <input type="checkbox"/> 10/7/11          | <input type="checkbox"/> 10/19/11           | <input type="checkbox"/> 10/26/11           |
| Electricity Order                                 | <input type="checkbox"/> 10/7/11          | <input type="checkbox"/> 10/20/11*          | <input type="checkbox"/> 10/26/11           |
| Internet / Phone Order                            | <input type="checkbox"/> 10/1/11          | <input type="checkbox"/> 10/20/11*          | <input type="checkbox"/> 10/26/11           |
| <u>Shipping deadlines</u>                         |   |   |   |
| to warehouse                                      | <input type="checkbox"/> 9/23/11-10/17/11 | <input type="checkbox"/> 10/3/11 - 10/26/11 | <input type="checkbox"/> 10/11/11 - 11/3/11 |
| to show site**                                    | N/A                                       | <input type="checkbox"/> 11/3/11            | <input type="checkbox"/> 11/9 or 11/10/11   |
| Banner hanging order                              | N/A                                       | <input type="checkbox"/> 10/20/11           | <input type="checkbox"/> 10/26/11           |
| Notify BEWI of vehicle or oversized display items | <input type="checkbox"/> 9/15/11          | <input type="checkbox"/> 10/20/11           | <input type="checkbox"/> 10/26/11           |
| Food sample permit                                | <input type="checkbox"/> 10/1/11          | <input type="checkbox"/> 10/20/11           | <input type="checkbox"/> 10/24/11           |

\*Orders for electricity and telecommunications services for Denver must be placed through the Convention Center's online ordering on their website to receive the discounted rate, and must be ordered by the above date.

\*\*These dates are not a deadline, but the ONLY dates that shipments will be accepted on show site. Shipping to the Mall of America in Minneapolis is not recommended.