



Architecture Exchange East 2009 Exhibitor Deadlines and Checklist

<input checked="" type="checkbox"/>	Form	Return to:	Deadline
	Read exhibitor information & schedule		ASAP
	Conference Program - Advertising	Virginia Society AIA Fax: 804-644-6714	September 18
	Conference Program - Company Listing Information & registration for door prizes, green products	Virginia Society AIA Fax: 804-644-6714	September 18
	Reserve Hotel Rooms	Hotel	Varies
	Lead Retrieval Systems (remember to order electric service also)	Expo Tracker, LLC Fax: 703-978-7025	October 16
	Reserve Badges for booth personnel 3 free badges (includes lunch) with each 10x10 booth for both Thursday and Friday	www.archex.net	October 30
	Audio-Video-Data Services	Projection – Richmond Convention Center Fax: 804-225-0508	October 20
	Electrical Service	Richmond Convention Center Fax: 804-225-0508	October 20
	Rental Order Form (carpet, tables, etc.)	Exhibits, Inc. Fax: 804-788-0186	October 27
	Booth Cleaning Order Form	Exhibits, Inc. Fax: 804-788-0186	October 27
	Exhibit Booth Labor Order Form	Exhibits, Inc. Fax: 804-788-0186	October 27
	Telecommunications-Wireless Services	OpenBand Fax: 804-643-1690	October 27
	Drayage & Material Handling form Advanced Shipments (received by Oct. 30) Direct Shipments to Site (Nov 4th ONLY)	Exhibits, Inc. Fax: 804-788-0186	Prior to Shipping freight
	Certificate of Liability Insurance (Submit only If you are a new exhibitor for 2009) Contact your business insurance company for details Certificate Holder: Architecture Exchange East	Virginia Society AIA Fax: 804-644-6714 Or mail to: 2501 Monument Ave., Richmond, VA 23220	October 31

Questions? Contact:
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Architecture Exchange East website -- www.archex.net