



May 11 - 12, 2010  
Navy Pier - Chicago, IL

### Checklist & Timeline-Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status
Pre-Show	March 15	Exhibitor Description Due	Exhibitors	203.371.6322	Questions? Call Melissa @ School Building Expo	
	April 9	Shipping (Advanced Warehouse)	Freeman	773.473.7080	Now accepting shipments to the Advance Warehouse	
		Exhibitor Appointed Contractor Form	School Building Expo	203.371.6322	Fax forms to 203.371.8894 Att: Lou Mancini  Email forms to Lou@jdevents.com	
		Certificate of Insurance				
		Appointed EAC Insurance Form				
	400 sq ft or larger booth rendition					
	April 12	Hotel	Hyatt Regency	402.592.6464	Discount Rate Expires visit <a href="http://www.schoolbuildingexpo.com/travel.asp">www.schoolbuildingexpo.com/travel.asp</a>	
		Navy Pier Telecommunications Internet/Data Services Electrical		312.791.6113	Order today and save money Advanced Rate Expires	
	April 23	Freeman (furniture, cleaning, labor, fabric solutions etc)	Freeman	773.473.7080	Order today and save money Discount Rate Expires	
		Audio Visual			Coming Soon!	
April 30	Exhibitor Registration-Online	School Building Expo	203.371.6322	Register your booth staff by today!		
	Shipping Deadline (Advanced Warehouse)	Freeman	773.473.7080	Freeman needs your shipment by today!		
At Show	May 10	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!	
		Direct Shipments Accepted at David Lawrence Convention Center	Freeman		See Exhibitor Manual For Details	
		All Exhibit Services Available	Freeman Navy Pier		Located in the Exhibitor Services Center	
	<b>Setup Hours: 12:30PM-4:30PM</b>					
	May 11	All Exhibit Services Available	Freeman Navy Pier		Located in the Exhibitor Services Center	
		<b>Setup Hours: 8:00AM-3:00PM</b>				
May 12	<b>Exhibit Hall Hours: 4:00 - 5:30 PM</b>					
	<b>Exhibit Hall Hours: 10:00 AM - 3:00 PM</b>					
	All Exhibit Services Available	Freeman Navy Pier		Carpet needs to be picked up before crates are returned. First crate t/b returned at 3:00PM		
<b>Move out 3:00 - 7:00 PM</b>						
<i>All Exhibitor Materials must be removed from the exhibit facility by May 12 @ 7:00 PM</i>						