



## EXHIBITOR DEADLINES CHECKLIST

**WESTERN ROOFING EXPO 2010**  
WSRCA's 36th Annual Convention & Tradeshow  
June 20-23, 2010  
Paris-Las Vegas Hotel & Casino  
Las Vegas, Nevada

### **GENERAL INFORMATION:**

- |                                                                                |         |
|--------------------------------------------------------------------------------|---------|
| <input type="checkbox"/> Rules and Regulations / Authorized Signature (Tab 3)  | April 1 |
| <input type="checkbox"/> Floor Plan Diagram (Tab 3)                            | April 1 |
| <input type="checkbox"/> Proof of Insurance / Waiver of Liability Form (Tab 3) | April 1 |
| <input type="checkbox"/> Early / Late Set-Up Request Form (Tab 4)              | April 1 |
| <input type="checkbox"/> Tuesday Night Tear-Down Form (Tab 3)                  | May 1   |
| <input type="checkbox"/> Vehicle / Large Equipment Request Form (Tab 6)        | April 1 |

### **PROMOTIONAL OPPORTUNITIES:**

- |                                                                                                               |         |
|---------------------------------------------------------------------------------------------------------------|---------|
| <input type="checkbox"/> Product Summary for On-Site Convention Program (Tab 3)                               | April 1 |
| <input type="checkbox"/> Product Category Listing for On-Site Convention Program (Tab 3)                      | April 1 |
| <input type="checkbox"/> Free Tradeshow Passes (Tab 5) <i>Attendees Only</i>                                  | June 1  |
| <input type="checkbox"/> Exhibitor Sponsorships (Tab 5) <i>First-Come, First-Serve</i>                        | May 1   |
| <input type="checkbox"/> Advertising in the On-Site Convention Program (Tab 5) <i>First-Come, First-Serve</i> | April 1 |
| <input type="checkbox"/> Tradeshow Exhibitor Raffles (Tab 5) <i>First-Come, First-Serve</i>                   | May 1   |

### **BADGES & REGISTRATION:**

- |                                                                                              |        |
|----------------------------------------------------------------------------------------------|--------|
| <input type="checkbox"/> Exhibitor Badge Registration (Tab 3)                                | May 1  |
| <input type="checkbox"/> Changes to Exhibitor Badge Registration (Tab 3)                     | May 15 |
| <input type="checkbox"/> Free Ticket to Annual Luncheon (Tab 6) <i>One Per Company</i>       | June 1 |
| <input type="checkbox"/> Exhibitor Registration, Event Tickets & Luncheon Order Form (Tab 6) | June 1 |

### **HOTEL & MEETING ROOMS:**

- |                                                                                                |        |
|------------------------------------------------------------------------------------------------|--------|
| <input type="checkbox"/> Exhibitor Housing Request Form (Tab 4) <i>First-Come, First-Serve</i> | May 15 |
| <input type="checkbox"/> Hospitality & Meeting Room Request Form (Tab 6)                       | ASAP   |

### **DAVIS MEMORIAL FOUNDATION EVENTS:**

- |                                                                                                 |        |
|-------------------------------------------------------------------------------------------------|--------|
| <input type="checkbox"/> 50/50 Pot O'Gold Giveaway Ticket Request (Tab 7) <i>Limited to 750</i> | June 1 |
| <input type="checkbox"/> Tournament Participant & Sponsorship Opportunities (Tab 7)             | May 15 |
| <input type="checkbox"/> Partners for the Future Donation Request (Tab 7)                       | May 1  |
| <input type="checkbox"/> Lively-Silent Auction Participation Form (Tab 7)                       | May 15 |

### **DECORATOR SERVICES:**

- |                                                                       |        |
|-----------------------------------------------------------------------|--------|
| <input type="checkbox"/> Order Carpet from Freeman (Tab 8)            | June 7 |
| <input type="checkbox"/> Order Booth Accessories from Freeman (Tab 8) | June 7 |
| <input type="checkbox"/> Order Cleaning from Freeman (Tab 8)          | June 7 |
| <input type="checkbox"/> Order Furniture from Freeman (Tab 8)         | June 7 |



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**GENERAL INFORMATION:**

- Order Digital Graphics from Freeman (Tab 8) June 7
- Order Modular Rental Exhibits from Freeman (Tab 8) June 7

**SHIPPING & MATERIAL HANDLING:**

- Order Shipping & Material Handling from Freeman (Tab 8) June 7
- Order Labor from Freeman June 7

**EXHIBITOR APPOINTED CONTRACTORS:**

- EAC Agreement (Tab 6) April 1
- EAC Exhibitor Designation Form (Tab 6) April 1
- EAC Certificate of Insurance April 1
- EAC Fees Due April 1

**UTILITIES:**

- Order Electricity (Tab 8) June 7
- Order Internet (Tab 8) June 7
- Order Telephone (Tab 8) June 7

**ADDITIONAL SERVICES:**

- Order Audio / Visual (Tab 8) June 7
- Order Catering (Tab 8) ASAP
- Order Computers (Tab 8) June 7
- Order Floral (Tab 8) June 7
- Order Lead Retrieval (Tab 8) June 7