



IMPORTANT ORDERING DEADLINES

ITEM NAME	DEADLINE DATE	RETURN TO
Balance Due Invoice – Houston Auto Show	Nov 16, 2017	Houston Auto Show
Shepard's Order Forms	Jan 3rd, 2019	Shepard Exposition Services
Approval for Overhead Lighting Installation	Jan 3rd, 2019	Shepard Exposition Services
Audio/Visual	Jan 9, 2019	J&S Audio Visual
Telephone Services Order Forms	Jan 9, 2019	Smart City Networks
Electrical Services Order Forms	Jan 9, 2019	Freeman Electric & Plumbing
NRG Center – Parking/Cleaning/Porter Services Order Forms	Jan 9, 2019	NRG Center
Exhibit Booth Security Order Forms	Jan 9, 2019	NRG Center
Advance Freight Cut-Off Date	Jan 11, 2019	Shepard Exposition Services