



## IMPORTANT ORDERING DEADLINES

ITEM NAME	DEADLINE DATE	RETURN TO
Balance Due Invoice – Houston Auto Show	Nov 22, 2021	Houston Auto Show
Shepard's Order Forms	Jan 3, 2022	Shepard Exposition Services
Approval for Overhead Lighting Installation	Jan 3, 2022	Shepard Exposition Services
Audio/Visual	Jan 12, 2022	J&S Audio Visual
Telephone Services Order Forms	Jan 12, 2022	Smart City Networks
Electrical Services Order Forms	Jan 12, 2022	Freeman Electric & Plumbing
NRG Center – Parking/Cleaning/Porter Services Order Forms	Jan 12, 2022	NRG Center
Exhibit Booth Security Order Forms	Jan12 2022	NRG Center
Advance Freight Cut-Off Date	Jan 18, 2022	Shepard Exposition Services