



## IMPORTANT ORDERING DEADLINES

ITEM NAME	DEADLINE DATE	RETURN TO
Balance Due Invoice – Houston Auto Show	<b>Nov 15, 2024</b>	Houston Auto Show
Shepard's Order Forms	<b>Jan 8, 2025</b>	Shepard Exposition Services
Approval for Overhead Lighting Installation	<b>Jan 8, 2025</b>	Shepard Exposition Services
Audio/Visual	<b>Jan 15, 20225</b>	J&S Audio Visual
Telephone Services Order Forms	<b>Jan 15, 2025</b>	Smart City Networks
Electrical Services Order Forms	<b>Jan 15, 2025</b>	Freeman Electric & Plumbing
NRG Center – Parking/Cleaning/Porter Services Order Forms	<b>N/A</b>	NRG Center
Exhibit Booth Security Order Forms	<b>N/A</b>	NRG Center
Advance Freight Cut-Off Date	<b>Jan 24, 2025</b>	Shepard Exposition Services