



IMPORTANT ORDERING DEADLINES

| ITEM NAME | DEADLINE DATE | RETURN TO |
|---|---------------------|-----------------------------|
| Balance Due Invoice – Houston Auto Show | Nov 14, 2025 | Houston Auto Show |
| Shepard's Order Forms | Jan 7, 2026 | Shepard Exposition Services |
| Approval for Overhead Lighting Installation | Jan 7, 2026 | Shepard Exposition Services |
| Audio/Visual | Jan 14, 2026 | J&S Audio Visual |
| Telephone Services Order Forms | Jan 14, 2026 | Smart City Networks |
| Electrical Services Order Forms | Jan 14, 2026 | Freeman Electric & Plumbing |
| NRG Center – Parking/Cleaning/Porter Services Order Forms | N/A | NRG Center |
| Exhibit Booth Security Order Forms | N/A | NRG Center |
| Advance Freight Cut-Off Date | Jan 23, 2026 | Shepard Exposition Services |