



Exhibitor Checklist

The following checklist is a guideline to help you prepare for SupplySide East. You may not need to follow all of these steps, and you may need to add on some more of your own. Please be sure to review your records from previous shows to ensure that you have not missed anything.

<u>Due Date</u>	<u>Item</u>
ASAP	*Post SupplySide East Web banner, link and "Official" Exhibitor logo on your company Web site E-mail sfeller@vpico.com for Web banner and link. Visit www.supplysideshow.com/east/logos for the "Official" Exhibitor logo.
ASAP	*Send out discount passes to important clients (20 passes have been mailed to you, e-mail sfeller@vpico.com to request additional passes).
ASAP	*Submit Certificate of Insurance and payments to Marcia Szostek.
03/06/2009	*Deadline to reserve ad space in the show issue, April, of <i>Food Product Design</i> .
ASAP	*Submit exhibitor badges online at www.supplysideshow.com/east .
02/27/2009	*Order forms due to Exgenex for discount pricing.
03/25/2009	*Deadline to reserve rooms at the Holiday Inn Harmon Meadow at a rate of \$179 per night (single/double occupancy) based on availability. Call 201-348-2000.
03/26/2009	*Deadline to reserve rooms at the Hyatt Place at a rate of \$179 per night (single/double occupancy) based on availability. Call 201-422-9480.
04/05/2009	*Deadline to reserve rooms at the Hampton Inn Secaucus at a rate of \$179 per night (single/double occupancy) based on availability. Call 800-955-7361.
03/31/2009	*Deadline to reserve ad space in the show issue, April 20, of <i>INSIDER</i> .
04/17/2009	*Order forms due to SMGX for discount pricing.
04/21/2009	*Booth and materials due at advance warehouse.