

NCSL 2010 Legislative Summit

Deadline Checklist



Done	Due Date	Item	Vendor
	Friday, April 23	State Legislatures June ad reservations due	NCSL
	Friday, April 30	State Legislatures June ad materials due	NCSL
	Friday, May 7	Early Bird rate for a Full Conference Registration deadline	NCSL
	Friday, June 11	State Legislatures July/August ad reservations due	NCSL
		Legislative Summit Program ad space reservation due	NCSL
	Friday, June 18	Advanced rate for a Full Conference Registration deadline	NCSL
		FREE 25-word Legislative Summit Program description due	NCSL
		Legislative Summit Program logo due (email to stacy.householder@ncsl.org)	NCSL
		State Legislatures July/August ad materials due	NCSL
		Legislative Summit Program ad materials due	NCSL
		Written request for exception to show rules due	NCSL
	Friday, June 25	Notice of intent to use exhibitor-appointed contractor authorization due	NCSL/Champion
		Certificate of insurance due from approved exhibitor-appointed contractors	NCSL
		Carpet (Prestige)	Champion
	Monday, June 28	Housing Deadline	NCSL
	Friday, July 2	Rental Exhibits	Champion
		Special Signage	Champion
		Electrical Service	KICC
		Water/Compressed Air	KICC
	Friday, July 9	Internet Service	KICC/CCPI
		Telecommunications	KICC/CCPI
		Furniture & Accessories	Champion
		Carpet (Standard)	Champion
		Tables, Counter, Draperies	Champion
		Third Party Payment Authorization	Champion
		Booth Labor	Champion
		Rigging and Forklift	Champion
		Booth Cleaning and Porter Services	Champion
		Hanging Ceiling Signs	Champion
		Custom Furniture Rental	CORT
		Freight Handling	Champion
		Spotting Fee	Champion
		End Cap	Champion
	Monday, July 12	Pre-registration for Floor Passes, Additional Floor Passes and Full Conference Passes deadline	NCSL
		Catering	Masterpiece Creations/KICC
		Floral	TLC
	Thursday, July 15	AV forms due	PSAV
	Friday, July 16	Material Handling due	Champion
		Advanced Shipping deadline	Champion
	Saturday, July 24	First day direct shipping is accepted	Champion
		Photography	Bud Smith