



IMPORTANT DATES AND DEADLINES

The following items are due to Cobo Center no later than the dates indicated. To take advantage of advanced rate discounts, be sure to make your arrangements early. Refer to the Online Event Services Ordering page in the Exhibitor manual for the web addresses for event services online ordering.

<u>Date</u>	<u>Information</u>
Plumbing and Compressed Air	In order to receive ADVANCE rate, the credit card information must be received 15 days prior to first exhibitor move-in day
Electrical Services	Payment must be received in full 14 days before event begins to receive incentive rates
Cleaning Services	Orders less than two weeks from show date will incur standard rates <i>(additional 35%)</i>
Telephone Services	Order due 10 business days prior to event/show date
Internet Services	50% of the total will be added to orders placed 1 to 3 days before the requested installation date
Stagehand Labor	Stagehand labor orders should be submitted with credit card information at least 5 <u>business</u> days prior to requested start date/time

The following items are due to **Convention & Show Services** no later than the dates indicated. To take advantage of advanced rate discounts, be sure to make your arrangements early.

<u>Date</u>	<u>Information</u>
CSS Specialty Furniture	Deadline for ordering specialty furniture is 14 days prior to event begins <i>(Late orders will incur a 30% late fee)</i>
CSS Standard Furnishings	Deadline for ordering advanced pricing is Wednesday, February 7, 2018