



# GlobalShop 2008

McCormick Place West Building  
March 18-20, 2008  
Chicago, IL

## CRITICAL DATES & DEADLINES

DUE DATE	FORM NAME	CONTRACTOR	DONE <input checked="" type="checkbox"/>
<b>EXHIBITOR FORMS: WAIVERS/APPROVALS &amp; POLICIES ~ TAB 3</b>			
1/21/2008	Booth Waver Request Form	Show Mgmt	
2/27/2008	EAC Notification Form	Show Mgmt	
1/21/2008	Hanging Sign Approval Form	Show Mgmt	
2/15/2008	Meetings – Before/After Events on Show Floor Approval Form	Show Mgmt	
	Meeting Room Request Form – McCormick Place West <i>Requests accepted starting January 7, 2008</i>	Ambassadors	
1/14/2008	Multi-Level/Covered Exhibit Approval Form	Show Mgmt	
2/27/2008	Photographer Approval Form	Show Mgmt	
1/15/2008	Show Special Shuttle/Limo Approval Form	Show Mgmt	
<b>REGISTRATION INFORMATION ~ TAB 4</b>			
2/14/2008	Exhibitor/Guest Badge Order Information	Show Mgmt	
<b>HOTEL &amp; TRANSPORTATION INFORMATION ~ TAB 5</b>			
2/20/2008	Housing Reservation Request Form	Ambassadors	
1/10/2008	Housing Block Reservation Form for Groups	Ambassadors	
<b>SPONSORSHIPS &amp; MARKETING ~ TAB 6</b>			
2/13/2008	Show Directory Advertising Opportunities	Show Mgmt	
2/13/2008	GlobalShop Logo Request Form	Show Mgmt	
2/6/2008	New Product Pavilion Information	Show Mgmt	
1/15/2008	ARE – Retail Design Awards Information	ARE	
1/18/2008	ARE Membership Information	ARE	
1/18/2008	NADI Membership Information	NADI	
1/18/2008	POPAI Digital Signage	POPAI	
1/18/2008	OMA Awards Information	POPAI	
	NARMS Membership Information	NARMS	
<b>SHIPPING &amp; FREIGHT INFORMATION ~ TAB 7</b>			
3/6/2008	Advance Shipments to Freeman Warehouse	Freeman	
3/15/2008	Direct Shipments to Show Site	Freeman	
2/22/2008	Freeman Off Target Move-In Request	Freeman	
2/22/2008	Freeman Material Handling Order Form	Freeman	
2/22/2008	Freeman Material Handling – Sq. Ft.	Freeman	
2/22/2008	Freeman Exhibit Transportation Order Form	Freeman	
2/22/2008	Freeman Outbound Shipping Order Form	Freeman	
2/21/2008	International Freight Forwarder	Rogers Worldwide	



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<b>FREEMAN SERVICE ORDER FORMS ~ TAB 8</b>			
2/22/2008	Freeman Furnishings Order Form	Freeman	
2/22/2008	Freeman Furnishings II Order Form	Freeman	
2/22/2008	Freeman Accessories Order Form	Freeman	
2/22/2008	Freeman Carpet Order Form	Freeman	
2/22/2008	Freeman Cleaning Services Order Form	Freeman	
2/22/2008	Freeman Rental Exhibits Order Form	Freeman	
2/22/2008	Freeman TotalFlex Order Form	Freeman	
2/22/2008	Freeman Exhibit Accessories Order Form	Freeman	
2/22/2008	Freeman Fabric Solutions Order Form	Freeman	
2/22/2008	Freeman Digital Graphics & Signs Order Form	Freeman	
2/22/2008	Freeman Display Labor Order Form	Freeman	
2/22/2008	Freeman Supervised Labor	Freeman	
2/22/2008	Freeman Rigging Equipment & Labor	Freeman	
<b>OFFICIAL SHOW SERVICE PROVIDER ORDER FORMS ~ TAB 9</b>			
3/7/2008	Audio Visual/Computer Rental Order Forms	CCR Events	
	Catering – Booth Food & Beverage Order Forms	Chicago Restaurant Partners	
2/22/2008	Decorating Services Order Forms <i>(see Freeman Service Order Forms)</i>	Freeman	
	Exhibitor Utilities, Internet & Telecommunications Order Forms	FOCUS ONE	
	Floral Order Form	TLC	
2/20/2008	Housing Reservation Request Form	Ambassadors	
1/10/2007	Housing Block Reservation Form for Groups	Ambassadors	
2/21/2008	International Freight Forwarder	Rogers Worldwide	
	Lead Retrieval Order Forms <i>Early Bird: February 8, 2008; Late Advance: March 7, 2008</i>	CDS	
	Model/Talent Order Form	Image	
	Photography Order Form	Oscar Einzig	
3/12/2008	Security Order Form	SMG	
	Transportation Order Form	HMG	