

# Important Exhibitor Deadlines

## TLPA Registration Fees

- August 31, 2008** \$285 **Early Exhibitor Registration Fees** (for additional exhibit personnel) received in the TLPA office by this date.
- September 1 – September 26, 2008** \$300 **Regular Exhibitor Registration Fees** received in the TLPA office on these days.
- September 27, 2008** \$325 **Late Exhibitor Registration Fees** received in the TLPA office on or after this date.

## TLPA Registration Cancellation Policy

- September 22, 2008** **90% refund** of registration fee if requested in writing in the TLPA office by this date.
- October 13, 2008** **50% refund** of registration fee is requested in writing in the TLPA office by this date.
- December 12, 2008** **No refunds** will be made after October 13, except for a documented medical emergency that is received at the TLPA office by this date.

Substitute attendees from the same company are welcome anytime before badge is picked up at the TLPA Registration Desk on-site.

## Hotel & Decorator Deadlines

- September 22, 2008** **TLPA's Room Block Expires** (or when our block of rooms sells out)
- October 14, 2008** **Banner Orders** must be received at Brede, the official decorator, by this date.
- October 14, 2008** **Early Discounted Decorator Fees** applied if order placed on or before this date.
- September 28 - October 22, 2008** **Standard Pricing for Material Handling Fees** applied if order placed during these dates.
- October 23, 2008** **Late Pricing Decorator Fees** applied if order placed on or after this date.

## TLPA Exhibit Contracts Deadlines

- October 1, 2008** Exhibit Contracts on or before this date qualify for all exhibitor **Great Rewards and Extra Great Rewards!**
- October 2, 2008** Exhibit Contracts on this date or after qualify for exhibitor **Great Rewards**

# Important Exhibitor Dates & Times

## Sunday, October 26

10:00 am – 2:00 pm Vehicles Move into the Exhibit Hall

1:00 pm – 5:00 pm Limited Access for Complex Display Assembly (Advance approval required.)

## Monday, October 27

8:00 am – 3:00 pm Vehicle and Booth Installation

3:00 pm – 4:30 pm Exhibit Hall Closed for Clean Up & Reception Set-Up

4:30 pm – 7:00 pm Exhibit Hall Open Hours

4:30 pm – 6:00 pm Grand Opening Cocktail Reception

7:00 pm Exhibit Hall Closes for the Day

## Tuesday, October 28

12:30 pm – 5:30 pm Exhibit Hall Open Hours

12:30 pm – 2:00 pm Lunch with Exhibitors

4:00 pm – 5:30 pm Member Appreciation Cocktail Reception

5:30 pm Exhibit Hall Closes for the Day

## Wednesday, October 28

10:30 am – 2:00 pm Exhibit Hall Open Hours

12:00 pm – 1:30 pm Lunch with Exhibitors

1:40 pm Exhibitor Prize Drawings

2:00 pm Exhibit Hall Officially Closes

2:15 pm – 7:00 pm Dismantle of Exhibits