



CHECKLIST

This index is provided as a quick reference to enable you to find the service or information you need.

IMMEDIATE ACTION REQUIRED	DUE DATE	RETURNED
Badge Registration	January 7, 2022	_____
Certificates of Insurance	December 13, 2021	_____
Concept 2000	December 13, 2021	_____
Exhibitor Appointed Contractor Form	December 13, 2021	_____
Housing	ASAP	_____
Sponsorship Order Form	ASAP	_____
Vehicle Entry Procedure Form	ASAP	_____

RULES & REGULATIONS

General Information	_____	_____
Exhibit & Display Rules & Regulations	_____	_____
Fire Safety Regulations	_____	_____
Non-Exhibiting Supplier Status	_____	_____
Solicitations/Unauthorized Services	_____	_____
Updated Union Rules and Jurisdiction	_____	_____

REGISTRATION SERVICES MISC.	DUE DATE	RETURNED
Lead Retrieval (<i>CompuSystems</i>)	November 29, 2021	_____

GAYLORD TEXAN SERVICES	DUE DATE	RETURNED
Welcome	_____	_____
Rules & Regulations for Exhibits & Displays	_____	_____
Utility Services	January 11, 2022	_____
Network/Telecommunications Terms & Cond.	_____	_____
Network & Telecommunications	January 11, 2022	_____
Floral	January 11, 2022	_____
Vehicle Display Permit Application	January 11, 2022	_____
Vehicle Permit Application Instructions	_____	_____

FREEMAN SERVICES/SHIPPING**DUE DATE****RETURNED**

Advance Shipping (To Warehouse)	January 14, 2022	_____
Direct Shipments (To Gaylord Texan)	January 24-25, 2022	_____
International Freight-Ocean	December 26, 2021	_____
International Freight-Air	January 9, 2022	_____
Shipping Information & Instructions	_____	_____
Official Drayage Rate Sheet	_____	_____
Floor Plan	_____	_____
Shipping Labels	_____	_____

Miscellaneous Equipment & Services

Method of Payment	December 27, 2021	_____
Third Party Authorization	December 27, 2021	_____
International Freight-Ocean	December 27, 2021	_____
Booth Furnishings	December 27, 2021	_____
Furniture Accessories	December 27, 2021	_____
Specialty Carpet	December 27, 2021	_____
Rental Exhibits	December 27, 2021	_____
Exhibit Packages	December 27, 2021	_____
Exhibit Accessories	December 27, 2021	_____
Freeman Totalflex	December 27, 2021	_____
Graphics & Signs	December 27, 2021	_____
Artwork Guidelines	December 27, 2021	_____
Labor Jurisdiction	December 27, 2021	_____
Installation & Dismantle Labor	December 27, 2021	_____
Exhibit Transportation	December 27, 2021	_____
Material Handling	December 27, 2021	_____
Forklift/Rigging Labor	December 27, 2021	_____
Freeman Outbound Shipping	December 27, 2021	_____