



OCTOBER 17 & 18  
SUBURBAN COLLECTION SHOWPLACE, NOVI

**IMMEDIATE ACTION**

Act immediately on these items to maximize your exposure and minimize your expenses.

- Item 5 Attendee Discount Admission Code
- Item 9 Category Choices
- Item 13 Art Craft Display (Decorator/Furniture/Sign) Order Form
- Item 14 BoCo Enterprises (Electric/Gas/Internet) Order Form

**7 Weeks to Show**

**Deadline Friday, September 1**

- Item 6 New Product/Service Debuts
- Item 7 Show Specials

**6 Weeks to Show**

**Deadline Friday, September 8**

- Item 4 Magazine Advertising

**5 Weeks to Show**

**Deadline Friday, September 15**

- Item 8 Show Program Information
- Item 9 Category Choices
- Item 18 Image Apparel Show

**3 Weeks to Show**

**Deadline Friday, September 29**

- Request for Student Assistance
- Item 10 Exhibitor Registration
- Item 11 Liquor Order Form – **Wednesday, September 27**
- Item 21 Certificate of Insurance

**2 Weeks to Show**

**Deadline Friday, October 6**

- Item 12 Conexsys Lead Retrieval Early Bird Price
- Item 13 Art Craft Display (Decorator/Furniture/Sign) Order Form
- Item 14 BoCo Enterprises (Electric/Gas/Internet) Order Form

**Week of Show**

**Monday, October 16**

- Show Move In 12 p.m. – 7 p.m.
- Complimentary Lunch 12:30 p.m. – 2:30 p.m.

**Tuesday, October 17 Show Day One**

- Show Floor Hours 10 a.m. – 5 p.m.
- Select October 16-17, 2018 Booth Space*

**Wednesday, October 18 Show Day Two**

- Show Floor Hours 10 a.m. – 4 p.m.
- Select October 16-17, 2018 Booth Space*
- Move Out 4 p.m. – 6 p.m.
- Return Home Safely

Any questions please  
contact Stephanie Parish,  
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800-968-9668, ext. 3936