



OCTOBER 16 & 17

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

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

8 Weeks to Show

Deadline Friday, August 24

- Item 4 Magazine Advertising

5 Weeks to Show

Deadline Friday, September 14

- Item 8 Show Program Information
- Item 9 Category Choices

3 Weeks to Show

Deadline Friday, September 28

- Request for Student Assistance
- Item 10 Exhibitor Registration
- Item 11 Liquor Order Form – Tuesday, September 25
- Item 21 Certificate of Insurance

2 Weeks to Show

Deadline Friday, October 5

- Item 12 CTE 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 15

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

Tuesday, October 16 Show Day One

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

Any questions please
contact Stephanie Parish,
at: sparish@mramail.org or
800-968-9668, ext. 3936

Wednesday, October 17 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