



Exhibitor Checklist

ITE 2011 Annual Meeting Exhibit

August 13-16, 2010, St. Louis, MO USA

- Guest pass invitations available for download at <http://www.ite.org/annualmeeting/exhibits>

May 3
- Company description for program due (email to cgarneski@ite.org)

June 27
- Program advertising deadlines

July 11
- Hotel reservations made by 5:00 p.m. ET
See www.ite.org/annualmeeting/hotel.asp for more information

July 8
- Exhibitor representatives due (email to cgarneski@ite.org)

July 11
- The Expo Group order form early-bird deadline

July 11
- The Expo Group accepts advance freight
 Name of Exhibiting Company
 ITE Annual Meeting and Exhibit - Booth No(s) _____
 The Expo Group
 c/o YRC
 400 Barton St.
 St. Louis, MO 63104

July 11–August 10
- Sponsorship deadline

July 18
- Positions Available ads due

August 1
- E-Newsletter ads due

August 8
- Press Releases for E-Newsletters due

August 8
- Convention Center begins accepting freight at 8:00 a.m.
 Name of Exhibiting Company
 ITE Annual Meeting and Exhibit - Booth No(s) _____
 c/o The Expo Group
 The America's Center- Hall 1
 701 Convention Plaza
 St. Louis, MO 63101 USA

August 13
- Exhibitor move-in begins at 8:00 a.m.

August 13
- Exhibits must be fully installed by 10:00 a.m.

August 4
- Exhibitor goods must be removed by 8:00 p.m.

August 15