AGTA GemFair Exhibitor Reminder Deadline Dates Checklist

Deadlines for sending booth forms and getting discounted pricing on booth furnishings are fast approaching. The exhibitor manual is on the AGTA website, http://agta.org/tradeshows/gft-exforms.html or it can be reached by clicking on this link: https://ordering.ges.com/017600370.

Take time to review the following deadline dates to check if you are current.

Commonwealth Electric: 1-20-15

- Commonwealth Electric Credit Card Authorization Form
- Lighting Fixture Selection Form **12-15-14**
- Utility Outlet Lighting Form
- Pavilion Diagrams

AGTA: 12-5-14

- Show Directory Listing

AGTA: 12-19-14

- Booth Personnel Statement
- Booth Personnel Badge Form
- Tucson Business License
- Special Olympics Donation
- Kosher Food Service
- Booth Rental Packages
- Booth Safe Order Form

SYMA: 12-31-14

Rolland Safe Company: 1-2-15

TCC Telephone: 1-2-15

- Booth Telephone Order Form

REGSwift: 1-20-15

- Lead Retrieval Order Form

GES: 1-12-15

- GES Payment and Credit Card Authorization Forms
- Booth Equipment Order Form
- Material Handling and Shipping Information
- Showcase Order Form

Plant Order Form: 1-23-15

- Sauliz Floral Dezigns

AGTA: 1-23-15

- AGTA Spectrum Awards™ Gala Reservations
- 5k Registration
  http://coyoteclassic.kintera.org/faf/home/default.asp?ievent=1122431

Malca-Amit: 1-23-15

- Service Request Show Form

Brinks: 1-27-15

- Service Request Show Form

Dunbar: 1-29-14

- Vault Release Form
- At-Show Insurance Form

Please make sure these forms arrive ON or BEFORE the DEADLINE

If you have any questions, please contact Kimberly or Mary Lou at 800-972-1162 or shows@agta.org.

Wishing you a joyous holiday season!