



A T L A N T I C
Motorcycle & ATV
SHOW

FEBRUARY 10 – 12, 2012

TOP TEN LIST FOR EXHIBITORS

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|--------------------------|--|
| December 16, 2011 | 1. Final Booth Payment due. All balances must be cleared by December 16, 2011 as per your space contract |
| December 31, 2011 | 2. Book your hotel rooms. ROOMS ARE LIMITED! |
| January 10, 2012 | 3. Consider an Ad in the Showguide. |
| January 25, 2012 | 4. Order furniture, etc (tables, chairs, extra power, TV, etc—Global Convention Services). Costs increase past pre-order date |
| February 3, 2012 | 5. Order your show badges |
| February 3, 2012 | 6. Place your order for Admit One Passes for Special Customers |
| Prior to Show | 7. Check move-in, move-out times and show hours |
| Prior to Show | 8. Review, sign and fax in the Compliance with the NB Occupational Health and Safety Act document |
| Prior to Show | 9. Return your Certificate of Insurance Form |
| Prior to Show | 10. Contact the show carrier or assign someone on your staff to arrange for shipment of booth materials |