

2015 ARN REVENUE CONFERENCE & EXHIBITION

March 8-11, San Diego, California



Airport Revenue News
3200 N. Military Trail, Suite 110
Boca Raton, FL 33431

DEADLINE INFORMATION

The below dates are the latest date that information can be provided and considered received in time to receive the discounts and avoid penalties.

Date	Information Required
November 1, 2014	Questionnaire due to Jamie Simon for inclusion in March/conference issue of ARN (form online or emailed from Jamie)
February 6, 2015	Deadline to reserve hotel rooms at Group Rate
February 9, 2015	Advanced Shipping Warehouse begins US Tradeshows
February 16, 2015	Advance Order Deadlines for Service Forms Including: Carpet, Table & Drape, Booth Furnishings Order Form Booth Cleaning Services Form Rental Booths Form Graphics/Signage Order Form Labor Order Form Forklift Labor Order Form
February 22, 2015	Advance Internet Order and Payment Deadline
February 23, 2015	Advance Order and Payment Deadline for Electrical
February 27, 2015	Advance Shipments Must arrive at the Warehouse (4 PM EST)
March 5, 2015	Advance Order AV deadline
March 8-9, 2015	Show Site Shipment Delivery
March 9, 2015	Booth set up. Aisles must be cleared, empty crates tagged by 5 PM
March 11, 2015	All exhibitor materials must be removed from the exhibit facility by 5 PM