



Exhibitor Deadline Guide

Due Date	
Upon Submission of Contract	-100% of booth space fees due -Company 50-word Description -Logo in jpg (300dpi) & original eps version if ordered FTTPassport or Expo Guide Highlight
June 30, 2009	Last day to change company description or information
July 17, 2009	All graphics for print & signage due
August 24, 2009	Affiliate Room cut off date to give hotel list of names and pay in full
August 27, 2009	EAC Forms Due to Show Management
August 28, 2009	First day FREEMAN accepts shipments to the warehouse
September 4, 2009	-Proof of insurance due to Show Management -Last day to use link for complimentary passes -Last day to receive 'early bird' registration fees for passes
September 11, 2009	Smart City discount order deadline for electrical & internet services
September 14, 2009	-FREEMAN discount order deadline -Rentsys Lead Retrieval discount order deadline
September 21, 2009	Send to show management a list of the names of people who will need temporary access to the hall for installation & dismantling
September 22, 2009	Last day FREEMAN accepts shipments to the warehouse
September 25, 2009	Floral discount order deadline
September 26, 2009	First day FREEMAN accepts shipments at show site (2pm to start)

If you have any questions about the deadlines, please do not hesitate to contact the Exhibition Manager at 613-226-9988 x 2 or email to exhibition@legendconferences.com or talk to the Manager online on the conference website at

<http://www.ftthconference.com/FTTH09/public/Content.aspx?ID=4&sortMenu=104000>