

## **DEADLINE CHECKLIST**

<b>ACT NOW!</b>	<b>Reserve discounted Hotel Rooms</b>
<b>ACT NOW!</b>	<b>Order Guest Invitations</b>
<b>5 May 2008</b>	<b>Last Day to receive Discounted Hotel Rates</b>
<b>15 May 2008</b>	<b>Order all Services offered by Messe Karlsruhe: Furniture, Electrical Installations, Carpet, Plants, Compressed Air, etc.</b>
<b>23 May 2008</b>	<b>Any Ceiling Suspensions with the Messe Karlsruhe require orders no less than 1 week prior to move-in</b>
<b>1 June 2008</b>	<b>Move-in/Assembly Begins</b>