



www.subseattlebackforum.com

IMPORTANT DEADLINES

When	Action	DONE
ASAP	Register your staff for Subsea Tieback Forum and Exhibition	
ASAP	Book hotel rooms	
January 29, 2010	Deadline for Certificates of Insurance	
February 1, 2010	Freeman to begin accepting warehouse shipments	
January 20, 2010	Early Bird Registration discount expires	
February 15, 2010	Advance Order discount deadline for Freeman services Carpet Furnishings Accessories Rental exhibits Graphics and Signs Labor Booth Cleaning	
February 15, 2010	Early Order deadline date for AVW-TELAV Computer and Display equipment Audio / Video equipment Projection equipment	
February 25, 2010	Deadline to register and receive badge materials in the mail (US attendees only, all non-US attendees will pick up their badge materials on-site)	
February 25, 2010	Deadline for Complimentary Exhibit Hall Passes to be redeemed in time for badge mailing	
February 8, 2010	Deadline for hotel reservations	
February 1, 2010	Guaranteed Service deadline date for Utilities- Moody Gardens Utilities Order Form	
February 20, 2010	Discount Deadline for Floral Order Form	
February 23, 2010	Freeman warehouse shipment must arrive on or before this date	
February 24, 2010	Last Day to Pre-Register Exhibit Booth Staff (after February 25th must be done on-site)	
March 1, 2010	Freeman will begin to accept shipments on-site at Henry B. Gonzalez Convention Center	