



2012 AAMVA Annual International Conference & Exposition  
Exhibitor and Sponsor Checklist

Your Immediate Attention Required!!

Complete	Task/Responsibility	Date Due
<input type="checkbox"/>	*Submit registration form	July 5
<input type="checkbox"/>	*Communicate with Pre-Registrants	July 13, 27 & August 10
<input type="checkbox"/>	Ship exhibit materials to the advance Warehouse	July 19 - August 10
<input type="checkbox"/>	*Make hotel reservations	July 27
<input type="checkbox"/>	Order internet & electrical services and return form to The Westin Charlotte	July 30
<input type="checkbox"/>	Submit exhibitor appointed contractor form to Brede Exposition Services	August 3
<input type="checkbox"/>	Order booth materials/services and return form to Brede Exposition Services	August 3
<input type="checkbox"/>	Follow-Up with contacts made at the conference	August 31

\*Also the responsibility of sponsors