

FLOORTEK EXPO 2019
SEPTEMBER 10-12, 2019
DALTON CONVENTION CENTER

DEADLINE DATES

Please use this form as a checklist to be sure you are current with all forms that need to be returned.

If you have any missing forms or require additional information, please do not hesitate to contact AFA office at 706-278-4101, manis@americanfloor.org or visit our website at www.Floor-Tek.com.

Additionally, Alliance Nationwide Exposition services will be sending exhibitor kits to all exhibitors for additional services. Please be sure to review the deadline dates within the kit.

DEADLINE TO BE RETURNED or COMPLETED

- Immediately Exhibitor Contract
- April 1 Early Bird Discount Balances Due
- June 15 Seminars & Meetings Form
- June 25 Special Market Activities & Promotions Form
- June 27 Work Authorization Form
- June 30 Source Guide Information Form
- June 30 Ad Insertion Order Form
- July 1 Marked As Exhibitor (Non-Refundable After Date)
- July 1 All Balances Due
- July 7 Advance Information Form
- July 10 Booth Sign Form
- July 10 Carpet Order Form
- July 15 Ad Insertion Artwork
- July 28 Insurance Certification for independent contractors & or running machinery
- July 31 Exhibitor Entrance Badge Form
- Aug 23 Electrical/Water Service Order Form (DCC)
- Aug 23 Payment form for Electrical/Water (DCC.)