



Immediate Attention Required



ACTION ALARMS COUNTDOWN

Deadlines:

Date Completed *(for your records)*

January 15	Cut-off for <u>early-bird</u> price on Conference Registrations - SECTION 4	_____
January 15	Lead Retrieval System – Custom Qualifiers Deadline – SECTION 5	_____
Jan 29 - Feb 23	<u>Advanced Shipping to Warehouse</u> - SECTION 5 See Quick Facts for more information.	_____
January 29	Discount Date for Lead Retrieval System – SECTION 7	_____
February 5	Hotel Room Rate Guarantee Cut-off Date – SECTION 7	_____
February 5	Submit Catering Order to HAH Catering - SECTIONS 5 & 6	_____
February 5	Complimentary Conference Guide Listing Deadline– SECTION 6 Submit Complimentary 30 Word Listing And Optional Logo Upgrade for Conference Guide	_____
February 5	Closing on <u>Conference Guide Advertising</u> – SECTION 6	_____
February 12	HAH Electrical – Late Charges incurred after this date– SECTION 5	_____
February 15	Freeman Decorating Discounted Rates for FDC Services – SECTION 5	_____
February 15	Freeman Audio Visual Solutions Order Deadline - SECTION 5	_____
February 19	HAH Internet – Late Charges incurred after this date– SECTION 5	_____
February 19	HAH Telephone – Late Charges incurred after this date – SECTION 5	_____
February 28 Start 8:00 AM	Date for DELIVERIES to Hilton Americas Hotel Only – SECTION 5 See Materials Handling for more information.	_____