

Deep Offshore Technology Conference & Exhibition 2006

November 28 - 30, 2006
George R. Brown Convention Center • Houston, Texas



IMPORTANT DEADLINES

The checklist below should be used as a tool in your exhibit-related preparations.

When	Action	Complete
ASAP	Register your staff for DOT	
ASAP	Book hotel rooms by using the online housing form	
September 1	Advertising Materials for on-site event program due	
October 2	Deadline for Show Guide Listings via online submission form	
October 13	Deadline for Certificates of Insurance	
October 23	Freeman to begin accepting warehouse shipments	
October 27	Registration discounts expire	
October 27	Discount Deadline for American Trade Show Services lead retrieval	
November 3	Deadline for hotel reservations	
November 6	Early Order deadline date for Smart City services Electrical Internet / Network / Telephone Water / Drain / Gas / Air	
November 10	Deadline for Complimentary Exhibit Hall Passes to be redeemed in time for badge mailing	
November 10	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)	
November 13	Advance Order discount deadline for Freeman services Carpet Furnishings Accessories Rental exhibits Graphics and Signs Labor	
November 13	Early Order deadline date for AVW-TELAV Computer and Display equipment Audio / Video equipment Projection equipment	
November 13	Discounted Advance Rate expires for City of Houston Booth Cleaning	
November 14	Order Deadline for Aramark booth catering	
November 21	Last Day to Pre-Register Exhibit Booth Staff (after November 21 must be done on-site)	
November 22	Freeman warehouse shipment prices increase	
November 23	THANKSGIVING HOLIDAY - Freeman warehouse closed Nov 23-24	
November 27	Freeman will begin to accept shipments on-site at the GRBCC	