

TIMELINE - DUE DATES

GENERAL SYNOD EXHIBITORS

DUE DATE

ITEMS DUE

Please contact each provider directly for questions or clarification. Contact information appears on each form.

May 15

Booth Sign & Description Form

E-mail to Jan Gomoll at gomollj@ucc.org.

May 15

Reduction in Number of Tables, Chairs, & Wastebaskets Form

E-mail to Jan Gomoll at gomollj@ucc.org.

May 30

Capital Convention Contractors begin accepting advance shipments at their warehouse.

June 8

Baltimore Convention Center Sampling Form

E-mail to Angela Kelly at angela.kelly@centerplate.com.

June 9

Edlen Electrical Service Order Forms

Return to Edlen Electrical Exhibition Services with payment for advance discount rate.

You may click this link in order to order your electrical needs online: <https://ordering.edlen.com>

June 14

M.C. Dean Internet-Telecom Service Order Form

Return to M.C. Dean with payment for advance discount rate.

Remember, free Wifi access is already available in the Exhibit Hall so there is no need to order it.

June 15

TLC Plant/Floral Order Form

Return to TLC National Convention Plant Services with payment for advance discount rate.

June 16

Audio Visual Production Solutions AV and Computer

Order Form

Return to Audio Visual Production Solutions with payment.
Orders placed after June 16 will be charged a \$75.00 late fee.

June 23

Last day for Capital Convention Contractors to accept advance shipments at their warehouse.

**June 30
Only**

Direct shipments will be accepted at the Baltimore Convention Center (direct to show site) on this date only.

**See Individual
Forms**

Capital Convention Contractors Order Forms

Labor, material handling, additional booth furnishings, afr Trade Show Furnishings, forklift, cleaning, etc. Refer to each form for respective due date. Note that some may offer discounts with an earlier due date. Return to Capital Convention Contractors with payment.

Note: This timeline is provided as a guide only. Please be sure to read all forms and note due dates and payment requirements.