

Embroidery Mart

July 24-25, 2009

Nashville Convention Center, Nashville, TN

MASTER Event Check List

By WHEN	WHAT	To WHOM
June 10	Marketing Order Form	Fax to NNEP – 330-678-8988
June 10 (for Book)	Product Demo Listing Form	Fax to NNEP – 330-678-8988
June 10 (for Book)	Trade Show Book Listing Form	Fax to NNEP – 330-678-8988
June 10	Move In/Move Out	Fax to NNEP – 330-678-8988
June 10	Plants Order Form	Fax to Teasley – 615-876-9378
June 12	Advertising Artwork*	Mail to NNEP
June 23	Hotel Reservations at group rate	Call Hotel – 800-266-9432
June 26	Lead Retrieval Form	Fax to MGL – 703-997-1437
July 1	Electric Order Form	Fax to NCC – 615-871-6094
July 1	Internet Order Form	Fax to NCC – 615-871-6094
July 1	Audio Visual Form	Fax to NCC – 615-871-6094
July 1	Telephone Line Order Form	Fax to NCC - 615-871-6094
July 1	Utilities (water, air) Order Forms	Fax to NCC - 615-871-6094
July 9	Furniture Order Form	Fax to Freeman – 615-885-2635
July 9	Carpet Order Form	Fax to Freeman – 615-885-2635
July 13	Name Badge Order Form	Fax to NNEP – 330-678-8988
July 15 (for Addendum)	Trade Show Book Listing Form	Fax to NNEP – 330-678-8988
July 16	Ship Materials to Freeman by July 16 for reduced rate	
July 31	Exhibitor Evaluation Form	Fax to NNEP – 330-678-8988
July 31	Buyers List Order Form	Fax to NNEP – 330-678-8988

NCC = Nashville Convention Center

***Mail art to NNEP:** Mart-EAST Art, 4693 Kent Road, Kent, OH 44240

Exhibitor forms are available at:

<http://www.embroiderymart.com/exhibitorsshowinfo.html>