

2022 Northeastern Forest Products Equipment Expo Essex Junction, VT

PLANNING CHECKLIST

The following operational and promotional forms are contained in this packet:

<u>Form</u>	<u>Deadline</u>	<u>Return to</u>
<input type="checkbox"/> Hotel Reservations	ASAP	Call the Hotel
<input type="checkbox"/> Camping Reservations	ASAP	CVE
<input type="checkbox"/> Attendee Comp Passes	March 25	NELA
<input type="checkbox"/> Exhibitor Passes	April 4	NELA
<input type="checkbox"/> Wood Order Form	April 8	NELA
<input type="checkbox"/> Phone/Special Electrical Order	April 8	CVE
<input type="checkbox"/> Expo attendee list	April 15	NELA
<input type="checkbox"/> Forklift Service	April 15	NELA
<input type="checkbox"/> Awards Banquet table sponsor	April 15	NELA
<input type="checkbox"/> A/V Equipment	April 22	VTAV
<input type="checkbox"/> Capital Convention Contractors	April 22	CCC

Contact Information

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Capital Convention Contractors	Tom Kalnicki 153 Northboro Rd, Suite 6 Southborough, MA 01772	Phone: (877) 335-3700 Fax: (508) 481-1150 E-mail: help@capitalconventions.com