

BOOTH VENDOR CHECKLIST OF FORMS

Use this easy checklist for form deadlines

<u>Deadline</u>	<u>Form</u>	<u>Return to</u>
PRVCA:		
[] July 22	PA Sales and Use Tax	PRVCA
[] July 22	Parking Passes (handicap, utility trailer/show rig and RV transport) Silent	PRVCA
[] July 22	Auction Prize	PRVCA
[] July 22	Sponsorship Application	PRVCA
July 22	Indemnification Form	PRVCA
July 22	Auto Insurance for all outside exhibitors (provide copy to PRVCA)	PRVCA
July 22	Signed contract (email daniel@prvca.org for assistance)	PRVCA
July 22	Paid 100% invoice	PRVCA
ELECTRIC		
July 22	Outside Booth Electric Order Form	Filmwerks, LLC
July 22	Inside Booth Electric Form	PRVCA
AUDIO VISUAL:		
September 2	A/V Equipment Rental Order	J.P. Lilley & Sons, Inc.
HERSHEY EXPOSITION:		
<i>Please call 717-508-5926</i>		
[] Prior to Show	Credit Card Authorization	Hershey Expo
[] Prior to Show	Booth Supply Order Form	Hershey Expo
[] Prior to Show	Golf Cart Rental	Hershey Expo
[] Prior to Show	Shipping & Drayage	Hershey Expo
TELEPHONE / INTERNET:		
[] August 19	Telephone / Internet Order Form	GIANT Center
TENT RENTAL		
[] August 12	Tent Order Forms / Price List	Event Central