

# DEALER CHECKLIST OF FORMS

Use this easy checklist for form deadlines

<u>Deadline</u>	<u>Form</u>	<u>Return to</u>
<b>PRVCA:</b>		
[ ] July 22	Attestation of Employment	PRVCA
July 22	PA Sales and Use Tax	PRVCA
July 22	Parking Passes (handicap, utility trailer/show rig and RV transport)	PRVCA
July 22	Silent Auction Prize	PRVCA
July 22	Sponsorship Application	PRVCA
July 22	Indemnification Form	PRVCA
July 22	Auto Insurance (if driving a vehicle on show property) - provide copy to PRVCA	PRVCA
July 22	Signed Contract	PRVCA
July 22	Invoice Paid 100%	PRVCA
<b>ELECTRIC:</b>		
July 22	Electric	Filmwerks, LLC
<b>HERSHEY EXPOSITION:</b>		
	<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
<b>TELEPHONE / INTERNET:</b>		
[ ] August 20	Telephone / Internet Order Form	GIANT Center
<b>TENT RENTAL:</b>		
[ ] August 13	Tent Order Forms / Price List	Event Central
<b>AUDIO VISUAL:</b>		
[ ] August 20	A/V Equipment Rental Order	J.P. Lilley & Sons, Inc.