

# MANUFACTURER CHECKLIST OF FORMS

Use this easy checklist for form deadlines

| <u>Deadline</u>              | <u>Form</u>  | <u>Return to</u>         |
|------------------------------|--|--------------------------|
| <b>PRVCA:</b>                |  |                          |
| [ ] July 29                  | Demo Request   | PRVCA                    |
| [ ] July 22                  | Golf Cart Permit   | PRVCA                    |
| [ ] July 22                  | Manufacturer Advance Staging   | 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                  | Unit/Dealer Representation   | PRVCA                    |
| [ ] July 22                  | 2022 Model Year Unit Request   | PRVCA                    |
| [ ] July 22                  | Indemnification Form   | PRVCA                    |
| July 22                      | Signed Contract  | PRVCA                    |
| July 22                      | Invoice Paid 100%  | PRVCA                    |
| July 22                      | Manufacturer/Dealer Agreement  | PRVCA                    |
| <b>ELECTRIC</b>              |  |                          |
| July 22                      | Electric Order   | Filmwerks, LLC           |
| <b>AUDIO VISUAL:</b>         |  |                          |
| [ ] September 2              | A/V Equipment Rental Order   | J.P. Lilley & Sons, Inc. |
| <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 19                | Telephone / Internet Order Form                                      | GIANT Center             |
| <b>TENT RENTAL:</b>          |  |                          |
| [ ] August 12                | Tent Order Forms / Price List  | Event Central            |