



REQUIRED FORMS CHECKLIST*
BIG ROCK SPORTS EAST DEALER SHOW
January 4-6, 2013

<i>DESCRIPTION</i>	<i>DEADLINE</i>	<i>COMPLETED</i>
CONTRACT DUE	September 21, 2012	
PRICE LABELS REQUEST FORM	Tackle: 11/23/12 Fall: 12/14/12	
INVOICE PAYMENT FOR DISCOUNT - \$100 PER BOOTH	November 12, 2012	
INSURANCE SPECIFICATIONS	November 16, 2012	
BADGE REGISTRATION COMPLETE	December 14, 2012	
SHOW SAMPLE ORDER FORMS	December 3, 2012	
BANNER REQUEST FORM	December 7, 2012	
INVOICE PAYMENT DEADLINE	December 7, 2012	
FIREARM POLICY SIGNED & COMPLETED Our safety team will visit your booth prior to show opening to collect forms and inspect booths. If you have questions, consult your assigned buyer.	Jan. 11 th @ Noon Safety team will collect at booth	

We are pleased to welcome you as an Exhibitor at BRE 2013. If you have questions or need more information, feel free to contact our staff as follows:

If you have questions about:	Who to Call:	Number:
Booth Size, Number & Cost	Corporate Events Teresa Holcombe Annette Loftin	(252) 808-8303 Fax (252) 726-8352 (252) 808-8935
Decoration, Drayage, & Shipping Information	Carolina Tradeshow Decorators Kellie Stefano	(704) 366-9970 help@carolinatd.com
Drop Ship	CSI - Donna Kunkel Henry's - Laura Whitaker	(320) 252-4193 Ext 3220 dkunkel@bigrocksports.com (252) 808-8827 lwhitaker@bigrocksports.com
General Information Show schedule, Hotel, Badge Requests	Corporate Events Teresa Holcombe Annette Jacocks	(252) 808-8303 tholcombe@bigrocksports.com (252) 808-8935 ajacocks@bigrocksports.com Fax (252) 726-8352
Show Specials	Contact your BRS Merchant Henry's - Tina Henderson	
Show Samples	CSI - Ray Stommes	(252)808-8860 thenderson@bigrocksports.com (320)252-4193 Ext 3225 rstommes@bigrocksports.com
Show Directors	Chris Means – Shooting Sports Glen Wiygul - Fishing, Camping, & Marine	(252)808-8797 cmeans@bigrocksports.com (252)808-8990 gwiygul@bigrocksports.com
Price Labels	Nancy Thompson	(252) 808-8718

*Subject to change