

Exhibitor Action Checklist

Meeting deadlines will save you money and reduces the chance of frustrating delays at Show Time!

<input checked="" type="checkbox"/>	To-Do List	Deadline Date	For Details, see:
<input type="checkbox"/>	Submit Booth Contract	First come, First served	Become an Exhibitor
<input type="checkbox"/>	Balance of Booth Payment Due Deadline to cancel at 50% Exhibit Fee	12/11/2018	Exhibitor Account
<input type="checkbox"/>	Booth/Product Description Submission	01/09/2019	Exhibitor Dashboard
<input type="checkbox"/>	Lead Retrieval Discount Deadline	01/14/2019	Exhibitor Service Manual
<input type="checkbox"/>	Booth Activity Form (giveaways, raffles, and booth activities)	02/15/2019	Booth Activity Form
<input type="checkbox"/>	Exhibitor Designated Contractor (EDC) Authorization Form and COI	02/15/2019	EDC Authorization Form
<input type="checkbox"/>	Island Booth Schematics	02/15/2019	Island Booth Schematics
<input type="checkbox"/>	Market Research Request Form	02/15/2019	Market Research Form
<input type="checkbox"/>	Unofficial Events Request Form	02/15/2019	Unofficial Events Form
<input type="checkbox"/>	Advance Shipments to Warehouse	3/1 to 04/1/2019	Exhibitor Service Manual
<input type="checkbox"/>	Electrical & Internet Service/Labor Orders	03/14/2019	Exhibitor Service Manual
<input type="checkbox"/>	Electrical Labor Orders	03/14/2019	Exhibitor Service Manual
<input type="checkbox"/>	Water & Compressed Air Service Orders	03/14/2019	Exhibitor Service Manual
<input type="checkbox"/>	Audio Visual & Computer Advance Orders	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Fabric Solutions Signs Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Booth Cleaning/Porter Service Orders	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Booth Labor Orders	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Custom Accessories Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Custom Rental Exhibits Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Furnishings Orders Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Hanging Sign Labor Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Rigging & Forklift Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Special Signs & Graphics Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Carpet Orders Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Tables, Counters & Drapery Discount Deadline	03/18/2019	Exhibitor Service Manual
<input type="checkbox"/>	Security Advance Order Deadline	03/22/2019	Exhibitor Service Manual
<input type="checkbox"/>	Rent Attendee Pre-Registrant List	03/23/2019	Currently Exhibiting
<input type="checkbox"/>	Exhibitor Housing	03/28/2019	Travel & Housing
<input type="checkbox"/>	Floral Discount Deadline	03/28/2019	Exhibitor Service Manual
<input type="checkbox"/>	Exhibitor Badge Registration	04/10/2019	Exhibitor Dashboard
<input type="checkbox"/>	Official Photographer Order Deadline	04/10/2019	Exhibitor Service Manual

Carpet/Flooring is Required

Exhibitors are required to have carpet/flooring in their booth space. The official General Service Contractor (Decorator) will, at the exhibitor's expense, install carpet in any booth in which carpet installation has not begun by 4:00 p.m. on Wednesday, April 10, 2019.