Deadlines Checklist

Make sure you do not overlook due dates or discount ordering deadlines. Check the list below to ensure you have not missed an important date.

GENERAL INFORMATION

☐ Show Directory Details ........................................................................................... Immediately
☐ Early/Late Set-Up Request ...................................................................................... August 17
☐ Vehicle/Large Equipment Display Request ............................................................. August 17

OPPORTUNITIES FOR EXPOSURE

☐ Sponsorships and Promotions ............................................................................... Immediately
☐ Advertising in the Program Directory ..................................................................... Immediately
☐ Prepare Press Kit .................................................................................................. Immediately
☐ Free Exhibitor Marketing Opportunities (Email: Chela.Piacentini@Informa.com for more details and possible additional opportunities):
  ▪ Exhibitor Invites through Registration
  ▪ Web Ads
  ▪ Promoting Presence Through Social Media

FREE EXHIBITOR MARKETING OPPORTUNITIES

☐ Sponsorships and Promotions
☐ Exhibitor Marketing Opportunities
☐ Advertising in the Program Directory
☐ Prepare Press

REGULATIONS

☐ Review All Regulations .......................................................................................... Immediately

DECORATOR SERVICES

☐ Order Digital Graphics from Wizard ..................................................................... September 4
☐ Order Booth Accessories from Wizard ................................................................... September 23
☐ Order Furniture from Wizard ................................................................................ September 23

SHIPPING & MATERIAL HANDLING

☐ First Day Wizard Will Receive Freight at the Warehouse ........................................ September 1

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Order Shipping & Material Handling from Wizard ................................................... September 23
Last Day for Wizard to Receive Warehouse Freight at advanced rate ........ September 28
First Day to Receive Shipments on Show Site ...................................................... September 30

LABOR

Order Labor from Wizard .................................................................................. September 23
Order Forklift Labor from Wizard ...................................................................... September 23

EXHIBITOR APPOINTED CONTRACTORS

EAC Exhibitor Designation ................................................................................. September 14
EAC Certificate of Insurance .............................................................................. September 14

UTILITIES

Order Air/Water/Drain from Wizard ................................................................. September 23
Order Electricity from Wizard ........................................................................... September 23
Order Booth Cleaning from Wizard ................................................................. September 23
Order Internet from Wizard .............................................................................. September 23
Order Telephone from Wizard ......................................................................... September 23

ADDITIONAL SERVICES

Order Audio/Visual & Computers from Wizard ................................................ September 23
Order Food & Beverage Services from Sips & Bites .................................. September 4
Order Rigging Labor from Wizard ................................................................. September 23
Order Floral from Nat’l Plant & Floral ............................................................... No Deadline
Order Lead Retrieval from CDS ................................................................. August 13
Order Photography .......................................................................................... TBD
Order Additional Security .................................................................................. TBD
Order Models from Judy Venn ........................................................................... No Deadline

BADGES & REGISTRATION

Registration Opens ............................................................................................. mid-August
Exhibitor Staff Badges will be printed on-site. No Badges Will Be Mailed Out .... October 1

HOTELS & TRAVEL (make sure to check online housing for individual discount cut-off dates)

Complete Online Housing Reservation ................................................................. TBD

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