

IMPORTANT DEADLINES

Click [HERE](#) to get more information from the Exhibitor Resources Page.

Deadline	Key Action Items	Completed
ASAP	Complete Your Online Directory Listing and Product Categories	<input type="checkbox"/>
ASAP	Register for Staff Badges	<input type="checkbox"/>
ASAP	Book Your Hotel Reservations	<input type="checkbox"/>
November 1	Advance Warehouse Freight Receiving Begins	<input type="checkbox"/>
November 4	Order Furniture & Accessories (Discount Deadline)	<input type="checkbox"/>
November 4	Electrical Outlets & Labor (Discount Deadline)	<input type="checkbox"/>
November 4	Booth Cleaning Services (Discount Deadline)	<input type="checkbox"/>
November 4	Upload Exhibitor Appointed Contractor (EAC) Form + Insurance	<input type="checkbox"/>
November 4	Order Internet/Wireless Services	<input type="checkbox"/>
November 7	Food & Beverage <ul style="list-style-type: none"> • Order Booth Catering • Submit Request to Sample 	<input type="checkbox"/>
November 11	Submit Exhibitor Certificate of Insurance	<input type="checkbox"/>
November 11	Purchase Insurance (if needed)	<input type="checkbox"/>
November 4	Order Audio Visual Equipment	<input type="checkbox"/>
November 26	Advance Warehouse Deadline (without surcharge)	<input type="checkbox"/>
November 22	Order Booth Security (Discount Deadline)	<input type="checkbox"/>
November 22	Plant and Floral (Discount Deadline)	<input type="checkbox"/>

ONCE YOU ARRIVE

- PICK UP BADGE FROM REGISTRATION
- CONFIRM FREIGHT DELIVERY
- CONFIRM ADVANCED ORDERS
- PLACE ONSITE ORDERS