

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE /	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
DISCOUNT DEADLINE			
SHOW MANAGEMENT INFORMATION			
ASAP	Hotel Reservations	Online link	<input type="checkbox"/>
October 11	Required Insurance Form	Online link	<input type="checkbox"/>
October 11	EAC Notification Form	Online link	<input type="checkbox"/>
October 11	Hanging Sign Approval Form	Online link	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Online link	<input type="checkbox"/>
SHIPPING INFORMATION			
October 4	Advance Shipments to the Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 22	Last Day Advance Shipments to the Freeman Warehouse May Arrive without added expense	Freeman	<input type="checkbox"/>
November 1	Date when Direct Shipments to the Facility May Begin to Arrive	Freeman	<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS			
October 11	Furnishings Essentials & Select Furnishings Order Form	Freeman	<input type="checkbox"/>
October 11	Freeman Carpet & Accessories	Freeman	<input type="checkbox"/>
October 11	Freeman Rental, Exhibit & TotalFlex Packages	Freeman	<input type="checkbox"/>
October 11	Freeman Graphics & Signs	Freeman	<input type="checkbox"/>
October 11	Freeman Installation & Dismantle Labor Form	Freeman	<input type="checkbox"/>
October 11	Freeman Transportation	Freeman	<input type="checkbox"/>
October 11	Freeman Forklift & Rigging Labor	Freeman	<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS			
October 17	Floral/Plants	TLC Plant Rental	<input type="checkbox"/>
October 20	Additional Booth Security	David L Lawrence CC	<input type="checkbox"/>
October 20	Electrical	David L Lawrence CC	<input type="checkbox"/>
October 20	Booth Cleaning	David L Lawrence CC	<input type="checkbox"/>
October 22	Lead Retrieval Discount Deadlines	Maritz Global Events	<input type="checkbox"/>
Prior to the show	Audio Visual & Computer Rentals	Three Rivers	<input type="checkbox"/>
Prior to the show	Insurance for Purchase	Marsh/TotalEvent	<input type="checkbox"/>