

DEADLINES CHECKLIST

DATE	TASK	REQUESTED BY
Now	Read Exhibitor Service Kit (ESK) in its entirety (Online/PDF)	Informa/Freeman
Now	Final Payment for Booth Space Deadline (reference your invoice)	Informa
Now	Note Your Target Move-In Time	Freeman
Now	Register Exhibit Booth Personnel and Make Hotel Reservations	Experient
July 17	Update Your Company Listing to be included in the printed Expo Preview. (Listing includes company name, business class, and website)	Informa
Sept. 12	Order Lead Retrieval for Early-Bird Pricing	Experient
Sept. 25	Submit Booth Approval Form (Mandatory for all exhibitors)	Informa
Sept. 27	Order Lead Retrieval for Advanced Pricing	Experient
Oct. 4	Update Your Company Listing to be included in the printed Show Guide. (Listing includes company name and booth number)	Informa
Oct. 9	Advance Shipments : 1st Day Warehouse Accepts Freight	Freeman
Oct. 16	Freeman deadline to order with discount pricing: furnishings & accessories, material handling, graphics/signs, carpet, display labor	Freeman
Oct. 16	Order Electrical for Advance Pricing	MBCC: Utilities Rigging
Oct. 16	Order Internet & Telephone Services for Advance Pricing	MBCC: Utilities Rigging
Oct. 16	Order Booth Catering Orders for Advance Pricing	MBCC
Oct. 16	Order Booth Cleaning and Trash Removal for Advance Pricing	MBCC
Oct. 30	Advance Shipments : Last Day Warehouse Accepts Freight	Freeman
Nov. 6	Direct Shipments – 1 st Day exhibit facility accepts freight	Freeman
Nov. 6	Target Move-In Starts	Freeman
Nov. 7	All Booths –Move In	Freeman
Nov. 7	Empties must be tagged for removal by 4:00pm.	Informa
Nov. 7	All Booths must be Set and Show Ready by 8:00pm. All Empties removed from show floor. ALL Booths must have flooring/carpet down.	Informa
Nov. 8	Final Booth wipe-down and vacuum 8:00am – 9:30am. NO BOOTH MOVE-IN ALLOWED	Informa/Freeman
Nov. 8	SupplySide West opens 10am	