



Advance Deadline Checklist

Complete and submit the following order forms to the appropriate vendor/company before each deadline date to take advantage of advance rates or to comply with exhibitor requirements:

Lead Retrieval (Early Bird)	July 31, 2020
Exhibitor Certificate of Insurance	August 7, 2020
Exhibitor Appointed Contractor (EAC) Form	August 7, 2020
Exhibitor Appointed Contractor (EAC) Insurance	August 7, 2020
Form Custom Exhibits	August 31, 2020
Signs & Banners	August 31, 2020
Hanging Signs/Rigging Labor	August 31, 2020
First Day Freight Can Arrive at Advance Warehouse	August 31, 2020
Audio Visual	September 4, 2020
Electric	September 4, 2020
Internet	September 4, 2020
Furniture & Accessories	September 8, 2020
Exhibit Booth Rentals	September 8, 2020
Cleaning	September 8, 2020
Booth Installation/Dismantle Labor	September 8, 2020
Carpet	September 8, 2020
Ground Rigging/Forklift Labor	September 8, 2020
Hotel Reservations	September 8, 2020
Last Day Freight Can Arrive at Advance Warehouse	September 21, 2020