



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 13, 2023
First Day Freight Can Arrive at Advance Warehouse	August 21, 2023
Form Custom Exhibits	August 29, 2023
Exhibitor Certificate of Insurance	September 1, 2023
Exhibitor Appointed Contractor (EAC) Form	September 1, 2023
Exhibitor Appointed Contractor (EAC) Insurance	September 1, 2023
Signs & Banners	September 1, 2023
Hanging Signs/Rigging Labor	September 1, 2023
Hotel Reservations	September 1, 2023
Audio Visual	September 8, 2023
Electric	September 8, 2023
Internet	September 8, 2023
Furniture & Accessories	September 12, 2023
Exhibit Booth Rentals	September 12, 2023
Cleaning	September 12, 2023
Booth Installation/Dismantle Labor	September 12, 2023
Carpet	September 12, 2023
Ground Rigging/Forklift Labor	September 12, 2023
Last Day Freight Can Arrive at Advance Warehouse	September 28, 2023
First Day Freight Can Arrive at the TCC	October 1, 2023