



MRC Las Vegas
2015 Exhibitor Checklist

CHECKLIST OF IMPORTANT DATES AND DEADLINES:

November	
○ Conference Registration and Hotel Booking OPEN	1 st week in November, 2014
○ Receive Exhibitor Kit, Welcome	1 st week in November, 2014
January	
○ Final Booth Payment DUE	11 January, 2015
○ Exhibitor Directory Profile Information DUE	05 February, 2015 (updated)
○ Exhibitor Information for Mobile App DUE	05 February, 2015 (updated)
○ Exhibitor Logos Due	05 February, 2015 (updated)
○ EAC Insurance Forms DUE	22 January, 2015
○ Early-Bird Registration ends	27 January, 2015
February	
○ Final Approval for Exhibit Hall giveaways	10 February, 2015
○ Warehouse Receiving Start Date	10 February, 2015
○ Order Discount Deadline Date	23 February, 2015
○ Special Requests	23 February, 2015
○ Information on 2016 Booth Sales Available	23 February, 2015
○ Hotel Block Closes	27 February, 2015
March	
○ Warehouse Deadline	11 March, 2015
○ Exhibitor Move-In	24 March, 2015 (8AM – 4PM)
○ Show Dates	24 March – 26 March 2015
○ Exhibitor Move-Out	26 March, 2014 (12PM – 4PM)