



MRC Las Vegas
2016 Exhibitor Checklist

CHECKLIST OF IMPORTANT DATES AND DEADLINES:

November	
○ Conference Registration and Hotel Booking OPEN	1 st week in November, 2015
○ Receive Exhibitor Kit, Welcome	1 st week in November, 2015
January	
○ Final Booth Payment DUE	8 January, 2016
○ Early-Bird Registration ends	15 January, 2016
○ Exhibitor Directory Profile Information DUE	25 January, 2016
○ Exhibitor Information for Mobile App DUE	25 January, 2016
○ Exhibitor Logos Due	25 January, 2016
○ EAC Insurance Forms DUE	25 January, 2016
○ Rules & Regulations Forms DUE	25 January, 2016
February	
○ Warehouse Receiving Start Date	2 February, 2016
○ Final date to commit to Exhibit Hall giveaways	10 February, 2016
○ Aria Hotel group block closes*	12 February, 2016
○ Order Discount Deadline Date	15 February, 2016
○ Special Requests	23 February, 2016
○ Information on 2016 Booth Sales Available	23 February, 2016
March	
○ Warehouse Deadline	2 March, 2016
○ Exhibitor Move-In	8 March, 2016 (8AM – 4PM)
○ Show Dates	8 March – 10 March 2016
○ Exhibitor Move-Out	10 March, 2016 <i>(currently scheduled for 12PM – 4PM)</i>

**Note hotel group block may fill prior to deadline above*