



## QUICK FACTS

### CHECKLIST of CRITICAL DATES & DEADLINES

PLEASE NOTE: To obtain prompt and efficient service please submit order forms well in advance of the due date. Late and last minute orders cause delay, confusion and expense.

<u>DONE</u>	<u>ITEM</u>	<u>CRITICAL</u>
_____	LAST DAY TO SUBMIT COMPANY INFORMATION FOR ONSITE GUIDE	JANUARY 12, 2018
_____	CERTIFICATE OF INSURANCE DUE	FEBRUARY 2, 2018
_____	EAC NOTIFICATION	FEBRUARY 2, 2018
_____	DEMO ANIMAL – BADGE	FEBRUARY 2, 2018
_____	LEAD RETRIEVAL ORDER	FEBRUARY 2, 2018
_____	HOTEL RESERVATIONS	JANUARY 8, 2018
_____	CARPET ORDER (REQUIRED)	FEBRUARY 9, 2018
_____	CARPET CLEANING	FEBRUARY 9, 2018
_____	DISPLAY LABOR	FEBRUARY 9, 2018
_____	ELECTRICAL SERVICE	FEBRUARY 9, 2018
_____	RENTAL EXHIBIT	FEBRUARY 9, 2018
_____	BOOTH FURNISHINGS	FEBRUARY 9, 2018
_____	EXHIBITOR BADGE ORDER (AFTER March 3, ON-SITE REGISTRATION IS REQUIRED.)	MARCH 2, 2018
_____	WAREHOUSE SHIPMET	JAN 29, 2018 - FEB 27, 2018
_____	SHOW SITE SHIPMENT	MAR 3, 2018 after 8a– MAR 4, 2018 by 6p