



## 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	DECEMBER 21, 2018
_____	EAC NOTIFICATION	JANUARY 25, 2019
_____	ANIMAL USE TASK	JANUARY 18, 2019
_____	LEAD RETRIEVAL ORDER	JANUARY 18, 2019
_____	HOTEL RESERVATIONS	JANUARY 8, 2019
_____	CARPET ORDER (REQUIRED)	JANUARY 25, 2019
_____	CARPET CLEANING	JANUARY 25, 2019
_____	DISPLAY LABOR	JANUARY 25, 2019
_____	ELECTRICAL SERVICE	JANUARY 25, 2019
_____	RENTAL EXHIBIT	JANUARY 25, 2019
_____	BOOTH FURNISHINGS	JANUARY 25, 2019
_____	EXHIBITOR BADGE ORDER (AFTER February 15, ON-SITE REGISTRATION IS REQUIRED.)	FEBRUARY 15, 2019
_____	WAREHOUSE SHIPMET	JAN 9, 2019 - FEB 8, 2019
_____	SHOW SITE SHIPMENT	FEB 15, 2019 after 8a for booths 400 Sq Ft or larger; all other beginning on FEB 16 – FEB 17, 2019 by 6p