

# Critical Dates Checklist for Expo West/Engredea 2017 - ACC

## As Soon as Possible

**Information  
Requested by:**

	<a href="#">Read Exhibitor Service Kit (ESK) in its entirety</a>	GES
	<a href="#">Review Marketing and Promotional Opportunities</a>	NHM
	<a href="#">Make Hotel Reservations through Official Vendor</a>	OnPeak
	<a href="#">Make Airline/Rental Car Reservations</a>	
	<a href="#">Log In to Update Show Directory Company Listing</a>	NHM
	<a href="#">Submit Exhibitor Appointed Contractor (EAC) form</a>	GES
	<a href="#">Enter FREE listing promoting a demo, book signing or presentation in your booth.</a> <a href="#">Use the Exhibitor Hosted Events form</a>	NHM
	<a href="#">Register Booth Personnel for Badges</a>	NHM
	<a href="#">Breaking down early is not allowed and move out can be a long process, please make sure to book travel accordingly</a>	NHM

## January

1/20/2017	<a href="#">Deadline for Updating Company Listing</a>	NHM
1/31/2017	<a href="#">First day for Advance Freight shipments at the warehouse</a>	GES

## February

2/1/2017	<a href="#">Approval Request Form Required for all Island and Peninsula Booths</a>	NHM
2/10/2017	<a href="#">Order Security for booth</a>	DTA Security Services
2/13/2017	<a href="#">Submit Exhibitor Appointed Contractor (EAC) form</a>	GES
2/13/2017	<a href="#">Order lead retrieval unit: early bird deadline</a>	CompuSystems
2/13/2017	<a href="#">Discount Deadline to order Booth Furnishings: Carpet, Furniture &amp; Accessories, Graphics, Cleaning - <b>Save up to 30% by ordering before this date</b></a>	GES
2/13/2017	<a href="#">Order Electrical Service</a>	GES
2/13/2017	<a href="#">Secure onsite storage (dry, frozen, refrigerated)</a>	GES
2/13/2017	<a href="#">Order any food preparation, catering, and labor for booth</a>	Aramark
2/17/2017	<a href="#">Discount date to order internet &amp; cable connections</a>	Smart City
2/17/2017	<a href="#">Audio Visual Equipment Order Discount Deadline</a>	Smart City
2/24/2017	<a href="#">Last day for Advance Freight shipments at the warehouse</a>	GES
2/24/2017	<a href="#">Submit Fire Permit to Fire Department (if required). Permit must be submitted 14 days prior to show open</a>	Fire Marshal
	<a href="#">Create show packets and finalize schedules for your staff (refer to Exhibitor Tips for guidance) Include phone numbers, emergency meeting place, show info etc.</a>	
	<a href="#">Confirm date and time of onsite booth space selection for 2018</a>	NHM

## March

Target Freight Date	<a href="#">Ship Freight Direct to ACC (must arrive on target move in date and time)</a>	GES
Onsite	Make sure to have all tracking information for freight sent to showsite (just in case)	
Onsite	Attend events and education to enhance exhibiting experience and networking opportunities	
Onsite	Review invoices and verify costs for general contractor, electrical and other vendors	