

<u>Deadline Date</u>	<u>Form</u>
Fri., March 31	Customer Mailing List Rental Order Due to receive 50% discount
Wed., April 5	Registration Forms to IDDBA – Rates go up after April 5 (each booth/staff person must be registered for a badge) (required)
Thur., April 6	Written Request to Have Animals on the Show Floor Due
	Written Request for Use of Display Lasers Due
	Advertising Deadline for the IDDBA 17Directory
	Island Booth Configuration Form Due – (required for any island booth 400 square feet or larger)
	Hanging Sign Request Due
Fri., April 7	Vehicle/Trailer Request Due
Fri., April 7	Product Description & New Product Description Due (update in myIDDBA app)
Wed., April 19	Artwork Due for Advertising in the IDDBA 17 Directory
Thurs., April 27	GES warehouse begins to accept booth materials and/or non-refrigerated product.
	Be POSITIVE that your product is shipped to arrive at the correct location, with the correct label, on the correct date – use only labels provided.
	Send your appropriate staff person/location the correct shipping labels for your product shipments in advance of the shipping deadline.
Mon., May 1	First day cold storage product is accepted at Americold, starting at 6:00 a.m. (with appt.)
Fri., May 5	Notice of Intent to Use EAC form & EAC Insurance Due to GES
	Contest/Drawing Form Due
	Customer Mailing List Rental Order Form Due to be processed as a pre-show promotion. Orders received after May 5 will be processed as a post-show promotion after July 1.
	Exhibitor Insurance Certificate Due (required for all booths)
	Meeting Room/Event Request Form Due
	Standard Booth Package Form Due (last day for free package)
Thurs., May 11	Last day to book hotels through OnPeak to guarantee room availability and convention rates (go to www.iddba.org to reserve rooms online)
Fri., May 12	GES Forms Due
	Notification of Food and Beverage Sampling Form Due (required for all booths cooking/heating food)
	Booth Food & Beverage Supplies and Equipment Orders Due
Sun., May 14	Smart City Internet, Network, Contract Due (last day for incentive rate)
Mon., May 15	Sign up for the New Product Showcase
	Demonstrator Staff Application Due
	Request for Late Booth Installation Form Due
	Freeman Audio Visual Form Due for Early Order Pricing
Wed., May 18	Cleaning Order Form Due
	Lowe Refrigeration Orders Due
Fri., May 26	Last day for booth freight to arrive at GES Warehouse without surcharge (Shipments received at the warehouse after May 26 will incur a surcharge)
	Last day for Cold Storage Deliveries to Americold
Mon., May 29	Plant & Floral Order Form Due
	Photography Order Form Due
Tue., May 30	First day for Cold Storage Deliveries to ACC
Wed., May 31	Target 1 (your number was included in your booth confirmation e-mail)
	First day booth freight is accepted at the Anaheim Convention Center from 8 a.m. – 12 pm
	Target 1 - Move-in (work) Hours: 1:00 p.m. - 5:00 p.m.
Thurs., June 1	Target 2 booth freight is accepted at the Anaheim Convention Center from 1:00 p.m. - 5:00 p.m.
	Target 3 (your number was included in your booth confirmation e-mail)
	First day booth freight is accepted at the Anaheim Convention Center from 8:00 a.m. – 5:00 p.m.
	Target 1 & 2 Only (your number was included in your booth confirmation e-mail)
	Move-in (work) Hours: 8:00 a.m. - 5:00 p.m.

<u>Deadline Date</u>	<u>Form</u>
Fri., June 2	Target 1, 2, & 3 (your number was included in your booth confirmation e-mail) Move-in (work) Hours: 7:00 a.m. - 7:00 p.m.
	IDDBA On-site Registration Hours: 12:00 – 7:00 p.m.
Sat., June 3	Target 1, 2, & 3 Move-in (work) Hours: 7:00 a.m. – 7:00 p.m.
	IDDBA On-site Registration Hours: 7:00 a.m. – 7:00 p.m.
	Setup activity must be started in booth by 5:00 p.m. or booth space will be considered abandoned and resold
Sun., June 4	Booth must be fully set up by 10 a.m.
	IDDBA On-site Registration Hours 7:00 a.m. – 5:30 p.m.
	Press Materials for Press Room Due (bring to IDDBA Registration) by 10:00 a.m.
	<u>Show Floor Hours:</u> For Exhibitors: 7:00 a.m. – 6:00 p.m. For EACs: 7:00 a.m. – 10:00 a.m. For Demonstrators: 10:00 a.m. – 6:00 p.m. For Attendees: 11:00 p.m. – 5:30 p.m.
	IDDBA On-site Registration Hours 7:00 a.m. – 5:30 p.m.
Mon., June 5	<u>Show Floor Hours:</u> For Exhibitors: 7:00 a.m. – 6:00 p.m. For EACs: 7:00 a.m. – 10:00 a.m. For Demonstrators: 10:00 a.m. – 6:00 p.m. For Attendees: 11:00 a.m. – 5:30 p.m.
	IDDBA On-site Registration Hours: 7:00 a.m. – 2:00 p.m.
	Cold Storage ends at 12:00 noon – cold storage drivers should be checked in by 10:00 a.m.
Tues., June 6	<u>Show Floor Hours:</u> For Exhibitors: 6:30 a.m. – 10:00 p.m.* For EACs: 7:00 a.m. – 9:00 a.m. For Demonstrators: 9:00 a.m. – 2:00 p.m. For Attendees: 10:00 a.m. – 2:00 p.m.
	<u>Move-Out (work) Hours:</u> For Exhibitors: 2:01 p.m. – 10:00 p.m.** For EACs: 3:00 p.m. – 10:00 p.m. only***
	***No re-entry to hall after 8:00 p.m.
Wed., June 7	Target 1, 2, & 3 (Exhibitors and EACs) Move-Out (work) Hours: 8:00 a.m. – 5:00 p.m.
	Target 2 & 3 Outbound Material Handling Form (OMHF) must be turned in & drivers must be checked in by 3:00 p.m. All freight must be off the floor by 5:00 p.m.
Thur., June 8	Target 1 only (Exhibitors and EACs) Move-Out (work) Hours: 8:00 a.m. – 12:00 noon
	Target 1 Outbound Material Handling Form must be turned in and driver checked in by 9:00 a.m. All Target 1 freight must be off the show floor by 12:00 noon
Mon., July 10	Remember to order Customer Mailing List Rental for post-show mailings to buyers. Last day to order 2017 retail attendee list and get exhibitor rate.