

DEADLINE CHECKLIST

SHOW MANAGEMENT FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
October 24, 2018	Congress Program and Exhibition Guide Advertising Form	Marketing Opportunities	_____
November 2, 2018	Congress Program and Exhibition Company Listing	Marketing Opportunities	_____
November 2, 2018	Industry Education Application	Marketing Opportunities	_____
November 14, 2018	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
December 6, 2018	Special Function Request Form	SCCM Forms	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
January 18, 2019	Deadline for Housing discount	General Information	_____
January 23, 2019	Receipt of Door Drop Materials	Marketing Opportunities	_____
January 25, 2019	Sketch or blueprint of layouts for Peninsula and Island booths		_____
January 25, 2019	Intent to Use a Non-Appointed Contractor	General Information	_____
January 25, 2019	Give-away and Drawing Form	Marketing Opportunities	_____
January 25, 2019	Medical Waste Form	SCCM Forms	_____
February 1, 2019	Registrant Mailing List	Marketing Opportunities	_____
No deadline	Exhibitor Badge	SCCM.org/expo	_____



DEADLINE CHECKLIST (continued)

GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
January 14, 2019	Advance Shipments to GES Warehouse Begin	GES Order Forms	_____
January 25, 2019	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
January 25, 2019	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
January 25, 2019	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
January 25, 2019	Electrical Order Discount Deadline	GES Order Forms	_____
January 25, 2019	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____
February 1, 2019	Event Technology Systems	GES Order Forms	_____
TBD	Catering	GES Order Forms	_____
February 12, 2019	Advance Shipments to GES Advance Warehouse End	GES Order Forms	_____
February 15, 2019	Direct Shipments Begin	GES Order Forms	_____