



Conference Dates: April 21-25, 2018
Exhibit Dates: April 22-24, 2018
 San Diego Convention Center • San Diego, California

*The following **DEADLINES** represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates.*

| <u>Deadline Date</u> | <u>Action Item</u> | <u>Done</u> |
|-----------------------------|---|--------------------|
| Thursday, March 8 | Last Day to Order Lead Retrieval at Discounted Rate | _____ |
| Monday, March 19 | First Day for Advance Warehouse Freight Shipments | _____ |
| Monday, March 19 | Exhibitor Appointed Contractor Form | _____ |
| Wednesday, March 28 | Last Day for Discount Housing Reservations | _____ |
| Friday, March 30 | Furniture and Accessories Order Form | _____ |
| Friday, March 30 | Tables, Counters & Drapery Order Form | _____ |
| Friday, March 30 | Accessories Order Form | _____ |
| Friday, March 30 | Carpet Order Form | _____ |
| Friday, March 30 | Booth Cleaning and Porter Service Order Form | _____ |
| Friday, March 30 | Booth Labor Order Form | _____ |
| Friday, March 30 | Rigging & Forklift Order Form | _____ |
| Friday, March 30 | Hanging Signs Order Form | _____ |
| Friday, March 30 | Rental Exhibits Order Form | _____ |
| Friday, March 30 | Specialty Furnishings Order Form | _____ |
| Friday, March 30 | Third-Party Authorization Form | _____ |
| Friday, March 30 | Electrical Service Order Form | _____ |
| Friday, March 30 | Plumbing Order Form | _____ |
| Friday, March 30 | Catering Order Form | _____ |
| Friday, April 7 | Audio-Visual/ Computer Order Form | _____ |
| Friday, April 7 | Telephone/Internet Service Order Form | _____ |
| Friday, April 7 | Floral Order Form | _____ |
| Tuesday, April 17 | Last Day to Receive Advance Warehouse Freight Shipments | _____ |
| Friday, April 18 | First Day for Direct Shipments to Convention Center | _____ |