

<b><u>Deadline Date</u></b>	<b><u>Form</u></b>
Thurs., March 31	Customer Mailing List Rental Order Due to receive a <b>50%</b> discount
Fri., April 1	Written Request to Have Animals on the Show Floor Due
	Written Request for Use of Display Lasers Due
	Hanging Sign Request Due
	Vehicle/Trailer Request Due with deposit
Tues., April 5	Demonstrator Staff Application Due for Registration Discount
	<b>Registration Forms to IDDBA</b> – Rates go up after April 5 (each booth/staff person must be registered for a badge) (required)
Wed., April 6	Advertising Deadline for the Seminar & Expo Directory
	<b>Island Booth Configuration Form Due</b> – (required for any island booth 400 square feet or larger)
Fri., April 8	Product Description & Category Choices Due (additional information to be e-mailed)
	New Product Descriptions Due (additional information to be e-mailed)
Wed., April 20	Artwork Due for Advertising in the Seminar & Expo Directory
Thurs., April 28	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.
Thurs., May 5	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.
	Design House/EAC Request Form Due
	EAC Company's Insurance Certificate Due (required for entry to show floor)
	Exhibitor Insurance Certificate Due ( <b>required for all booths</b> )
	Meeting Room/Event Request Form Due
	<b>Standard Booth Package Form Due</b> (last day for free package)
Fri., May 6	Last day to book hotels through OnPeak to guarantee room availability and convention rates (go to <a href="http://www.iddba.org">www.iddba.org</a> to reserve rooms online)

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Tues., May 10	Booth Layout Form Due
	Carpet Order Form Due (last day for discounted rate)
	Cartload Service Order Form Due
	Domestic 3 <sup>rd</sup> Party Billing Request Due
	Fire Extinguisher Order Form Due (last day for guaranteed availability)
	Furniture Package Order Form Due (last day for discounted rate)
	In-Booth Forklift & Labor Order Form Due (last day for discounted rate)
	Installation & Dismantling Order Form Due (last day for discounted rate)
	Logistics (Shipping)- Domestic Shipping Quote Form Due
	Logistics (Shipping)- International Shipping Quote Form Due
	Payment & Credit Card Charge Authorization Due
	Pre-Printed Outbound Material Handling Request Due
	Product Storage Space Order Form Due
	Refrigerated, Frozen, and Dry Product Storage Labor/Delivery Information and Order Form Due
	Standard Exhibit System Order Form Due (last day for discounted rate)
	Transportation Plus & Materials Handling Form Due
	Rigging Orders for Hanging Signs Due – forms supplied once Hanging Sign Request is approved by IDDBA
Wed., May 11	Internet, Network, Contract Due to receive incentive rate
	Electrical Order Forms Due (last day for discounted rate)
	Plumbing Order Forms for Water, Drain, Gas, and Air Due (last day for discounted rate)
Thurs., May 12	Notification of Food and Beverage Sampling Form Due ( <b>required for all booths cooking/heating food</b> )
Fri., May 13	Booth Food & Beverage Supplies and Equipment Orders Due
	Lead Retrieval (last day to receive IDDBA subsidy)
	Request for Late Booth Installation Form Due
	Plant & Floral Order Form Due
	Photography Order Form Due
Sun., May 15	Sign up for the <b>New Product Showcase</b> (additional information to be e-mailed)
Wed., May 18	Cleaning Order Form Due
Mon., May 23	Lowe Refrigeration Orders Due
	Audio Visual & Computer Orders Due (last day for discount rate)
	<b>First day cold storage product</b> is accepted at Prefco, starting at 7:00 a.m.
Fri., May 27	Last day for booth freight to arrive at GES Warehouse without surcharge (Shipments received at the warehouse after May 27 will incur a surcharge)
Wed., June 1	<b>Target 1</b> (your number was included in your booth confirmation e-mail) <b>First day booth freight</b> is accepted at the George R. Brown Convention Center from 8:00 a.m. – 12:00 noon
	<b>Target 1</b> (your number was sent with your booth number confirmation e-mail) <b>Move-In (work) Hours:</b> 1:00 p.m. – 5:00 p.m.
	<b>Target 1 &amp; 2</b> (your number was included in your booth confirmation e-mail) <b>First day booth freight</b> is accepted at the George R. Brown Convention Center from 1:00 p.m. – 5:00 p.m.
	<b>Target 1 &amp; 2 Only</b> (your number was included in your booth confirmation e-mail) <b>Move-in (work) Hours:</b> 8:00 a.m. – 5:00 p.m.
Thurs., June 2	<b>Target 1, 2, &amp; 3</b> (your number was included in your booth confirmation e-mail) <b>First day booth freight</b> is accepted at the George R. Brown Convention Center from 8:00 a.m. – 5:00 p.m.

<b><u>Deadline Date</u></b>	<b><u>Form</u></b>
Fri., June 3	<b>Last day for Cold Storage Deliveries</b> to Prefco
	<b>Target 1, 2, &amp; 3</b>
	<b>Move-In (work) Hours:</b> 7:00 a.m. – 7:00 p.m.
	IDDBA On-site Registration Hours: 12:00 – 7:00 p.m.
Sat., June 4	<b>Target 1, 2, &amp; 3</b>
	<b>Move-In (work) Hours:</b> 7:00 a.m. – 7:00 p.m.
	<b>First day for Cold Storage Deliveries</b> to GRBCC
	IDDBA On-site Registration Hours: 7:00 a.m. – 7:00 p.m.
	Press Materials for Press Room Due (bring to IDDBA Registration) by 5:00 p.m.
	Materials for New Product Showcase Due by 3:00 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 5	<b>Target 1, 2, &amp; 3</b>
	<b>Move-In (work) Hours:</b> 10:00 a.m. – 11:00 a.m.
	Booth must be fully set up by 10 a.m.
	IDDBA On-site Registration Hours 7:00 a.m. – 7:00 p.m.
	<b><u>Show Floor Hours:</u></b>
	For Exhibitors: 7:00 a.m. – 6:00 p.m.
	For EACs: 7: 00 a.m. – 10:00 a.m.
Mon., June 6	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. – 5:30 p.m.
	<b><u>Show Floor Hours:</u></b>
	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.
Tues., June 7	For Attendees: 11:00 p.m. – 5:30 p.m.
	Cold Storage ends at 12:00 noon – cold storage drivers should be checked in by 10:00 a.m.
	IDDBA On-site Registration Hours: 7:00 a.m. – 2:00 p.m.
	<b><u>Show Floor Hours:</u></b>
	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.
Wed., June 8	For Attendees: 10:00 a.m. – 2:00 p.m.
	<b><u>Move-Out (work) Hours:</u></b>
	For Exhibitors: 2:01 p.m. – 10:00 p.m.**
	<b>For EACs: 3:00 p.m. – 10:00 p.m. only***</b>
	***No re-entry to hall after 8:00 p.m.
	Target 2 & 3
	Outbound Material Handling Form must be turned in and driver checked in by 3:00 p.m.
Thurs., June 9	All Target 2 & 3 freight must be off the show floor by 5:00 p.m.
	Target 1, 2, & 3 (Exhibitors and EACs)
	Move-Out (work) Hours: 8:00 a.m. – 5:00 p.m.
Thurs., June 30	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
Thurs., June 30	Target 1 only (Exhibitors and EACs)
	Move-Out (work) Hours: 8:00 a.m. – 12:00 noon
	Remember to order Customer Mailing List Rental for post-show mailings to buyers.
Thurs., June 30	Last day to order 2016 retail attendee list and get exhibitor discount.