



## DEADLINE CHECKLIST

### SHOW MANAGEMENT FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
October 24, 2017	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
October 27, 2017	Congress Program and Exhibition Guide Advertising Form	Marketing Opportunities	_____
October 27, 2017	Congress Program and Exhibition Company Listing	Marketing Opportunities	_____
October 27, 2017	Industry Education Application	Marketing Opportunities	_____
November 24, 2017	Special Function Request Form	SCCM Forms	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
February 2, 2018	Registrant Mailing List	Marketing Opportunities	_____
February 5, 2018	Sketch or blueprint of layouts for Peninsula and Island booths		_____
February 5, 2018	Intent to Use a Non-Appointed Contractor	General Information	_____
February 5, 2018	Give-away and Drawing Form	Marketing Opportunities	_____
February 5, 2018	Medical Waste Form	SCCM Forms	_____
February 9, 2018	Receipt of Door Drop Materials	Marketing Opportunities	_____
No deadline	Exhibitor Badge	SCCM Forms	_____



## DEADLINE CHECKLIST

### GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
January 22, 2018	Advance Shipments to GES Warehouse Begin	GES Order Forms	_____
January 26, 2016	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
February 2, 2018	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Deadline	GES Order Forms	_____
February 2, 2018	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
February 5, 2018	Edlen Electrical	GES Order Forms	_____
February 9, 2018	Event Technology Systems	GES Order Forms	_____
February 9, 2018	Catering	GES Order Forms	_____
February 20, 2018	Advance Shipments to GES Advance Warehouse End	GES Order Forms	_____
February 23, 2018	Direct Shipments Begin	GES Order Forms	_____
TBD	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____