



# Deadline Checklist

## 3 MONTHS BEFORE THE SHOW / MAY 2020

- Read the Exhibitor Service Manual
- Turn in EAC Authorization Form and Fees before deadline
- Complete Program & Directory Listing in the [Exhibitor Portal](#)
- Reserve Program & Directory Ad Space
- Submit necessary GES forms prior to deadlines
- Make hotel reservations at [the Omni Dallas Downtown](#)
- Make transportation arrangements

## 2 MONTHS BEFORE THE SHOW / JUNE 2020

- Review Material Handling Regulations
- Complete Program & Directory Listing in the [Exhibitor Portal](#)
- Submit necessary GES forms prior to deadlines

## 1 MONTH BEFORE THE SHOW / JULY 2020

- Register Exhibitor Badges with the link e-mailed to your Primary Contact. Exhibitors will register individually this year.
- Make hotel reservations:
  - o **Deadline July 15, 2020** at the Omni Dallas Downtown
- July 1 – Show Special Deadline. *Show Specials turned in after July 1 will not be printed in the Program & Directory but will be included on a Show Special addendum insert.*
- July 1 – Directory Listing Deadline (*added in the [Exhibitor Portal](#)*)
- July 1 – Final Booth and Advertising Payments Due
- July 1 – Program & Directory Advertising Artwork Deadline (*send to [expoinfo@txrestaurant.org](mailto:expoinfo@txrestaurant.org)*)
- July 12 – EAC Form Deadline (*send to [expoinfo@txrestaurant.org](mailto:expoinfo@txrestaurant.org)*)
- July 24 – **GES Order Forms Deadline Date (For Best Pricing)**

## MONTH OF THE SHOW / AUGUST 2020

- August 13 – If you plan to pre-register booth staff, online registration must be completed by 5:00 p.m. CST