



Deadline Checklist

3 MONTHS BEFORE THE SHOW / APRIL 2019

- ☐ Be sure you have 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 [Marriott Marquis Houston](#)
- ☐ Make transportation arrangements

2 MONTHS BEFORE THE SHOW / MAY 2019

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

1 MONTH BEFORE THE SHOW / JUNE 2019

- ☐ Register Exhibitor Badges with the link e-mailed to your Primary Contact
- ☐ Make hotel reservations:
 - o **Deadline June 18, 2019** at the Marriott Marquis Houston
- ☐ June 1 – Show Special Deadline. *Show Specials turned in after June 8 will not be printed in the Program & Directory but will be included on a Show Special addendum insert.*
- ☐ June 1 – Directory Listing Deadline (added in the [Exhibitor Portal](#))
- ☐ June 8 – Final Booth and Advertising Payments Due
- ☐ June 8 – Program & Directory Advertising Artwork Deadline (send to expoinfo@tramail.org)
- ☐ June 12 – EAC Form Deadline (send to expoinfo@tramail.org)
- ☐ June 22 – GES Order Forms Deadline Date (For Best Pricing)

MONTH OF THE SHOW / JULY 2019

- ☐ July 12 – If you plan to pre-register booth staff, online registration must be completed by 5:00 p.m. CST