

EXHIBIT SET-UP DEADLINE WORKSHEET



DEADLINE	TASK	COMPLETION DATE
As soon as possible	Make hotel/travel reservations for booth staff (see modexshow.com/hotels)	_____
December 1, 2021	Peninsula booth layouts due to Show Management (email to mauer@mhi.org)	_____
	Double Deck booths submit drawing stamped by structural engineer (email to mauer@mhi.org)	_____
	Hanging sign requests due (email to mauer@mhi.org)	_____
February 1, 2022	Exhibitor-Appointed Contractor (EAC) forms due (if applicable)	_____
	Insurance certificate due	_____
March 1, 2022	(GES Discount Deadline)	
	Booth cleaning form due	_____
	Furniture form due	_____
	Carpet form due	_____
	Labor form due	_____
	Schedule shipments/prepare for set-up (schedule direct shipments to arrive on your target date)	_____
March 7, 2022	Badge Order / Exhibitor Registration due	_____
	Electrical form due	_____
	Plumbing form due	_____
	Phone / Internet forms due to CCLD	_____
	Flowers and plants form due	_____
	Photography form due	_____
March 8, 2022	Audio / Visual Orders due	_____
March 17, 2022	Lead Retrieval form due	_____