

EXHIBIT SET-UP DEADLINE WORKSHEET



DEADLINE	TASK	COMPLETION DATE
As soon as possible	Make hotel/travel reservations for booth staff (see MODEXShow.com/hotels)	_____
November 15, 2017	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)	_____
March 5, 2018	Exhibitor-Appointed Contractor (EAC) forms due (if applicable)	_____
	Insurance certificate due	_____
March 13, 2018	(GES Discount Deadline)	
	Booth cleaning form due	_____
	Electrical form due	_____
	Flowers and plants form due	_____
	Furniture form due	_____
	Carpet form due	_____
	Labor form due	_____
	Photography form due	_____
	Plumbing form due	_____
	Lead Retrieval Form Due	_____
	Schedule shipments/prepare for set-up (schedule direct shipments to arrive on your target date)	_____
March 14, 2018	Phone / Internet forms due	_____
March 30, 2018	Audio / Visual Orders due	_____
	Badge Order Form due	_____