



March 29-31, 2022 Nashville, TN

| CHECKLIST: DEADLINES & IMPORTANT DATES | | | |
|--|-------------------|--|--|
| IMMEDIATELY | | | |
| Make hotel reservations and register for badges | Right Away | | |
| Update your exhibitor listing in Exhibitor Dashboard | Right Away | | |
| Submit floor plans for space 1,000 SF or more | December 1, 2021 | | |
| EAC notification with general contractor deadline (GES) | January 5 | | |
| JANUARY | | | |
| For accuracy in show promotions check and update your exhibitor listing | January 5 | | |
| Submit your Certificate of Insurance (AEM) | January 5 | | |
| Submit EAC Certificates of Insurance (GES) | January 5 | | |
| Exhibitor registration: invited customer & producer Early Bird rate deadline | January 7 | | |
| PPP & AGG1 education Early Bird rate deadline | January 7 | | |
| Lead retrieval Tier 1 rate deadline (Maritz Global Events) | January 19 | | |
| Exhibit Stagg registration – Early Bird rate deadline | January 28 | | |
| FEBRUARY | | | |
| | | | |
| Official housing deadline | February 8 | | |
| Security guard-in-booth order deadline (SOA) | February 8 | | |
| Lead retrieval Tier 2 rate deadline (Maritz Global Events) | February 17 | | |
| Advanced shipment dates to warehouse during these dates (GES) | Feb 24 – March 23 | | |
| Exhibitor registration: invited customer & producer Advance rate deadline | February 25 | | |
| PPP & AGG1 education Early Bird rate deadline | February 25 | | |
| MARCH | | | |
| Floral and plant rental form deadline (Floral Exhibits) | March 7 | | |
| Carpet order deadline (GES) | March 8 | | |
| Cleaning order deadline (GES) | March 8 | | |
| Equipment detailing order deadline (Show Fleet) | March 8 | | |
| Equipment (heavy) cleaning order deadline (GES) | March 8 | | |
| Equipment painting order deadline (GES) | March 8 | | |
| Fill out freight questionnaires and work with GES on a target date | March 8 | | |
| Furniture and accessories order deadline (GES) | March 8 | | |
| Furniture package order deadline (GES) | March 8 | | |
| Graphics and signage order deadline (GES) | March 8 | | |
| Hanging sign order deadline (MCC) | March 8 | | |





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| Labor – Installation & Dismantling order deadline (GES) Material handling services order form (GES) Payment authorization forms deadline (GES) Request for variance to assigned target dates (GES) Request Pre-Printed Bill of Lading & Outbound Label from GES Skid accessible storage order deadline (GES) March 8 Specialty furniture order deadline (GES) Air, water, natural gas order Advance rate deadline (MCC) Cable service order deadline (MCC) Internet advance order deadline (MCC) March 12 Internet advance order deadline (MCC) March 12 Catering order deadline (MCC) March 12 Catering order deadline (MCC) March 12 LAST DAY for advanced shipments to arrive at warehouse (GES) Show installation begins Show parts SHOW DATES Dismantle begins at 2:00 pm ET March 31 Deadline to be out of hall by 2:00 pm ET March 31 March 8 March 12 March 12 March 12 Cable service order deadline (MCC) March 12 March 12 Catering order deadline (MCC) March 23 Shipments should be sent direct to show site (GES) March 23 Show installation begins 3/26/22 - 3/28/22 Show installation begins Aje/22 - 3/31/22 March 28 March 29 March 29 March 12 Marc | | | |
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| Dismantle begins at 2:00 pm ET March 31 | SHOW DATES | 3/29/22 – 3/31/22 | |
| 0 1 | POST SHOW | | |
| Deadline to be out of hall by 2:00 pm ET April 3 | Dismantle begins at 2:00 pm ET | March 31 | |
| | Deadline to be out of hall by 2:00 pm ET | April 3 | |