

CHECKLIST: DEADLINES & IMPORTANT DATES

IMMEDIATELY

Make hotel reservations and register for badges	Right Away	<input type="checkbox"/>
Update your exhibitor listing in Exhibitor Dashboard	Right Away	<input type="checkbox"/>
Submit floor plans for space 1,000 SF or more	December 1, 2021	<input type="checkbox"/>
EAC notification with general contractor deadline (GES)	January 5	<input type="checkbox"/>

JANUARY

For accuracy in show promotions check and update your exhibitor listing	January 5	<input type="checkbox"/>
Submit your Certificate of Insurance (AEM)	January 5	<input type="checkbox"/>
Submit EAC Certificates of Insurance (GES)	January 5	<input type="checkbox"/>
Exhibitor registration: invited customer & producer Early Bird rate deadline	January 7	<input type="checkbox"/>
PPP & AGG1 education Early Bird rate deadline	January 7	<input type="checkbox"/>
Lead retrieval Tier 1 rate deadline (Maritz Global Events)	January 19	<input type="checkbox"/>
Exhibit Stagg registration – Early Bird rate deadline	January 28	<input type="checkbox"/>

FEBRUARY

Official housing deadline	February 8	<input type="checkbox"/>
Security guard-in-booth order deadline (SOA)	February 8	<input type="checkbox"/>
Lead retrieval Tier 2 rate deadline (Maritz Global Events)	February 17	<input type="checkbox"/>
Advanced shipment dates to warehouse during these dates (GES)	Feb 24 – March 23	<input type="checkbox"/>
Exhibitor registration: invited customer & producer Advance rate deadline	February 25	<input type="checkbox"/>
PPP & AGG1 education Early Bird rate deadline	February 25	<input type="checkbox"/>

MARCH

Floral and plant rental form deadline (Floral Exhibits)	March 7	<input type="checkbox"/>
Carpet order deadline (GES)	March 8	<input type="checkbox"/>
Cleaning order deadline (GES)	March 8	<input type="checkbox"/>
Equipment detailing order deadline (Show Fleet)	March 8	<input type="checkbox"/>
Equipment (heavy) cleaning order deadline (GES)	March 8	<input type="checkbox"/>
Equipment painting order deadline (GES)	March 8	<input type="checkbox"/>
Fill out freight questionnaires and work with GES on a target date	March 8	<input type="checkbox"/>
Furniture and accessories order deadline (GES)	March 8	<input type="checkbox"/>
Furniture package order deadline (GES)	March 8	<input type="checkbox"/>
Graphics and signage order deadline (GES)	March 8	<input type="checkbox"/>
Hanging sign order deadline (MCC)	March 8	<input type="checkbox"/>



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Labor – Installation & Dismantling order deadline (GES)	March 8	<input type="checkbox"/>
Material handling services order form (GES)	March 8	<input type="checkbox"/>
Payment authorization forms deadline (GES)	March 8	<input type="checkbox"/>
Request for variance to assigned target dates (GES)	March 8	<input type="checkbox"/>
Request Pre-Printed Bill of Lading & Outbound Label from GES	March 8	<input type="checkbox"/>
Skid accessible storage order deadline (GES)	March 8	<input type="checkbox"/>
Specialty furniture order deadline (GES)	March 8	<input type="checkbox"/>
Air, water, natural gas order Advance rate deadline (MCC)	March 12	<input type="checkbox"/>
Cable service order deadline (MCC)	March 12	<input type="checkbox"/>
Electrical order deadline (MCC)	March 12	<input type="checkbox"/>
Internet advance order deadline (MCC)	March 12	<input type="checkbox"/>
Telecommunications advance order deadline (MCC)	March 12	<input type="checkbox"/>
Catering order deadline (MCC)	March 12	<input type="checkbox"/>
LAST DAY for advanced shipments to arrive at warehouse (GES)	March 23	<input type="checkbox"/>
Shipments should be sent direct to show site (GES)	3/26/22 – 3/28/22	<input type="checkbox"/>
Show installation begins	3/26/22 – 3/28/22	<input type="checkbox"/>
Empty crates and packed boxes pick-up in aisles by 3:30 pm ET (GES)	March 28	<input type="checkbox"/>
SHOW DATES	3/29/22 – 3/31/22	<input type="checkbox"/>
POST SHOW		
Dismantle begins at 2:00 pm ET	March 31	<input type="checkbox"/>
Deadline to be out of hall by 2:00 pm ET	April 3	<input type="checkbox"/>