

DEADLINE CHECKLIST

SHOW MANAGEMENT FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
November 8, 2021	Congress Pocket Pal Advertising Form	Marketing Opportunities	_____
November 8, 2021	Congress Pocket Pal Company Listing	Marketing Opportunities	_____
November 8, 2021	Industry Education Application	Marketing Opportunities	_____
November 8, 2021	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
December 8, 2021	Door Drop Materials Due	Marketing Oppportunities	_____
December 17, 2021	Special Function Request Form	SCCM Forms	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
January 15, 2022	Sketch or blueprint of layouts for Peninsula and Island booths		_____
January 15, 2022	Intent to Use a Non-Appointed Contractor	General Information	_____
January 15, 2022	Give-away and Drawing Form	Marketing Opportunities	_____
January 15, 2022	Medical Waste Form	SCCM Forms	_____
January 15, 2022	Registrant Mailing List	Marketing Opportunities	_____
No deadline	Exhibitor Badge	SCCM.org/expo	_____

GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
November 15, 2021	Advance Shipments to GES Orlando Warehouse Begin	GES Order Forms	_____
December 15, 2021	Orlando Warehouse Shipments End	GES Order Forms	_____

DEADLINE CHECKLIST (continued)

GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
January 3, 2022	Puerto Rico Warehouse Shipments Begin	GES Order Forms	_____
January 12, 2022	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
January 12, 2022	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
January 12, 2022	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
January 12, 2022	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____
January 14, 2022	Internet Order Discount Deadline	GES Order Forms	_____
January 14, 2022	Electrical Order Discount Deadline	GES Order Forms	_____
January 21, 2022	Catering	GES Order Forms	_____
January 12, 2022	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
January 12, 2022	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
January 12, 2022	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
January 12, 2022	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____
February 1, 2022	Advance Shipments to Puerto Rico Advance Warehouse End	GES Order Forms	_____
February 4, 2022	Direct Shipments Begin	GES Order Forms	_____