

NRA SHOW 2013 DEADLINE CHECKLIST

NRA SHOW 2013

May 18-21, 2013 | McCormick Place | Chicago, IL USA

THE FOLLOWING CHECKLIST will assist you in planning for the NRA Show 2013. Many services are discounted if orders are placed by the deadline date. To avoid additional costs, place your orders by the deadline.

TO DO LIST	DEADLINE	DONE	NOTES
			
ASAP			
Hotel Reservations	ASAP		
FEBRUARY			
Exhibit Space Final Balance Due	2/1		
MARCH			
Submit Names for Hotel Room Blocks	3/1		
Floor Plans & Hanging Signs to NRA for approval	3/1		
Sound System	3/15		
Submit Hotel Reservation Deposit by Check	3/30		
APRIL			
Lead Retrieval (Early Bird Discount)	4/4		
Last day to make changes to printed Company Profile in <i>Exhibit Guide & Program</i>	4/4		
Advance Registration Deadline (Last day to register additional badges at \$49 per person)	4/5		
Standard Parking Permit at McCormick Place	4/5		
1st Day for Advance Freight Shipments to GES Warehouse	4/8		
Bottled Water (Discount Rate)	4/15		
GES Discount Deadline for Services & Furnishings	4/15		
Exhibitor Appointed Contractor (EACA) Registration	4/19		
Cancel Hotel Reservation Without Penalty	4/25		
Floral Order	4/26		
Food and Beverage Sampling Authorization	4/26		
Exhibitor Badge Registration (Last day to register and receive badges by mail)	4/29		
Security Guard Order	4/29		
Telephone, Internet Order	4/29		
MAY			
Audio-Visual & Computer Rental Order	5/3		
Ice & Equipment Order	5/3		
Last Day for Advance Freight Shipments to GES Warehouse	5/8		
Refrigeration Equipment Order	5/8		
Lead Retrieval (Advanced Discount Deadline)	5/9		
Bottled Water Order	5/10		
Hot New Products	5/10		
PR/Marketing Contact Information	5/10		
Show Specials	5/10		