

# EXHIBIT SET-UP DEADLINE WORKSHEET



DEADLINE	REQUIREMENT	COMPLETION DATE
As soon as possible	Make hotel/travel reservations for booth staff (see ProMatShow.com/hotels)	_____
November 1, 2014	Peninsula booth layouts due to mauer@MHI.org	_____
	Hanging sign requests due	_____
February 16, 2015	Exhibitor-appointed contractor forms due (if applicable)	_____
	Insurance forms due	_____
February 17, 2015	(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	_____
	Security form due	_____
February 20, 2015	Lead Retrieval Form Due	_____
February 27, 2015	Exhibitor Badge Request Form due	_____
	Schedule shipments/prepare for set-up (schedule direct shipments to arrive on your target date)	_____
March 3, 2015	Phone / Internet forms due	_____