

DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms/orders can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed. Use this page as a reminder to yourself to place your orders and send in your forms.

Be sure to retain a copy of each form you fill out for your records.

<u>DATE</u>	<u>TASK</u>	<u>COMPLETE</u>
ASAP	Exhibit Staff Housing Reservations	_____
ASAP	Registration Exhibit Booth Staff	_____
Jan 20	Company Descriptions due for printed program	_____
Feb 16	Lead Retrieval Services – early bird rate deadline	_____
March 13	Advance Shipments: 1 st Day Warehouse Accepts Freight	_____
March 16	Lead Retrieval Services - advance rate deadline	_____
March 27	GES Discount Price Deadlines	
	▪ Furnishings & Accessories	_____
	▪ Carpet	_____
	▪ Signs & Graphics	_____
	▪ Sign/Banner Hanging Service	_____
	▪ Display Labor	_____
March 28	Booth Cleaning	_____
March 28	Electrical Service	_____
April 3	Internet Service	_____
April 3	Telephone Service	_____
April 3	Booth Catering	_____
April 12	Advance Shipments: Last Day Warehouse Accepts Freight	_____
April 12	Audio Visual & Computer Rental	_____
April 17	Direct Shipments to Convention Center	_____
April 17	Exhibit Set-Up – 8:00 am – 6:00 pm	_____
April 18	Exhibit Set-Up – 7:00am - 9:00am	_____
	Installation MUST be complete 8:30 am	

Show Management will be conducting a final walkthrough from 7:30 am - 8:30 am

April 18 - 20 NCEA 2017 Convention & Expo

April 20	Exhibit Break Down – Begins 1:30 pm	_____
	Dismantle Complete by 8:00 pm	_____