

April 12–15 • INDIANAPOLIS



Inspiring Leaders

Exhibit Dates:

April 13-14, 2018

Indiana Convention Center

Indianapolis, Indiana

Exhibitor Important Deadline Checklist

ORDER FORM	DEADLINE DATE	DATE RETURNED
Pre-conference Mailing List	February 16, 2018 (available)	
Exhibitor Registration	March 4, 2018 (early rate)	
Hotel Reservation Deadline	March 19, 2018	
GES services discount	Ends March 12, 2018	
Advance Warehouse Shipping	March 12 – April 5, 2018	
Notice of Intent to use EAC	March 12, 2018	
Electrical Service	March 20, 2018	
Audio Visual and Computer Rental	March 20, 2018	
Intent to use Photographer	March 20, 2018	
Internet-Network/Telephone	March 26, 2018	
Lead Retrieval Services	March 29, 2018	
Catering	April 4, 2018	
Direct to Show Site Shipping	April 11-12, 2018 (8am-5pm)	
Post-conference Mailing List	May 9, 2018	