

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	_____
Feb 1	Lead Retrieval Services - Early Rate Deadline	_____
Feb 2	Company Descriptions due for printed program	_____
Feb 2	Lead Retrieval Services – early bird rate deadline	_____
Feb 27	Advance Shipments: 1 st Day Warehouse Accepts Freight	_____
March 3	Internet, Phone, & Electrical Orders Discount Deadline	_____
March 8	Lead Retrieval Services - Advance Rate Deadline	_____
March 12	Booth Furnishings/GES Services Discount Deadline	_____
March 12	Booth Cleaning	_____
March 12	Utilities	_____
March 12	Electrical Service	_____
March 19	Internet Service	_____
March 19	Telephone Service	_____
March 27	Audio Visual & Computer Rental	_____
March 29	Advance Shipments: Last Day Warehouse Accepts Freight	_____
	Without surcharges	
April 2	Direct Shipments to Convention Center	_____
April 2	Exhibit Set-Up – 8:00 am – 6:00 pm	_____
April 3	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 3 - 5 NCEA 2018 Convention & Expo

April 5	Exhibit Break Down – Begins 1:30 pm	_____
	Dismantle Complete by 8:00 pm	_____