

EXHIBIT SET-UP DEADLINE WORKSHEET

DEADLINE	TASK	COMPLETION DATE
As soon as possible	Make hotel/travel reservations for booth staff through our partner onPeak (see promatshow.com/hotels)	_____
	Register for ShowPro Exhibitor Workshop (promatshow.com/showpro)	_____
December 1, 2022	Peninsula booth layouts due to Show Management (email to showoperations@mhi.org)	_____
	Hanging sign requests due (email to showoperations@mhi.org)	_____
January 13, 2023	Double Deck booths submit drawing stamped by structural engineer (email to showoperations@mhi.org)	_____
February 5, 2023	Exhibitor-Appointed Contractor (EAC) forms due (if applicable) Insurance certificate due	_____ _____
February 20, 2023	(GES Discount Deadline)	
	Booth cleaning form due	_____
	Electrical form due	_____
	Furniture form due	_____
	Carpet form due	_____
	Labor form due	_____
	Plumbing form due	_____
	Schedule shipments/prepare for set-up (schedule direct shipments to arrive on your target date)	_____
Audio / Visual Orders due	_____	
February 27, 2023	Flowers and plants form due	_____
	Phone / Internet forms due	_____
	Catering Order Form due	_____
March 3, 2023	Security Form due	_____
	Badge Order Form due	_____
March 9, 2023	Lead Retrieval Form due	_____