EXHIBIT SET-UP DEADLINE WORKSHEET

PROMAT 2027 MHI

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 MHI Show & Marketing Professionals Conference (promatshow.com/showpro)	_____
January 11, 2027	Peninsula booth layouts due to Show Management (email to showoperations@mhi.org)	_____
	Hanging sign requests due (email to showoperations@mhi.org)	_____
	Double Deck booths submit drawing stamped by professional engineer (email to showoperations@mhi.org)	_____
February 17, 2027	Exhibitor Certificate of Insurance (COI) due to MHI (sales@mhi.org)	_____
February 26, 2027	(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)	_____
March 3, 2027	Exhibitor-Appointed Contractor (EAC) and Certificate of Insurance (COI) forms due (if applicable) to GES	_____
March 9, 2027	Lead Retrieval Advance Discount deadline	_____
March 17, 2027	Audio / Visual Orders due	_____
March 19, 2027	Catering Order Form due	_____
March 26, 2027	Floral and plants form due	_____
March 29, 2027	Security Order due	_____
	Internet/Phone orders due	_____
March 30, 2027	Photography/Videography order deadline	_____
April 8, 2027	Register for exhibitor badges	_____