

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 21	Company Descriptions due for printed program	_____
Feb 27	Lead Retrieval Services – early bird rate deadline	_____
March 18	Advance Shipments: 1 st Day Warehouse Accepts Freight	_____
March 31	GES Discount Price Deadlines	
	▪ Furnishings & Accessories	_____
	▪ Carpet	_____
	▪ Booth Cleaning	_____
	▪ Signs & Graphics	_____
	▪ Sign/Banner Hanging Service	_____
	▪ Display Labor	_____
April 3	Lead Retrieval Services - advance rate deadline	_____
April 4	Electrical Service/Lighting	_____
April 4	Internet Service	_____
April 4	Telephone Service	_____
April 4	Cleaning Services	_____
April 7	Booth Catering	_____
April 14	Audio Visual & Computer Rental	_____
April 16	Advance Shipments: Last Day Warehouse Accepts Freight	_____
April 21	Direct Shipments to Convention Center	_____
April 21	Exhibit Set-Up – 8:00 am – 5:00 pm	_____
April 22	Exhibit Set-Up – 10:00- 11:30	_____
	Installation MUST be complete 11:30 am	

Show Management will be conducting a final walkthrough from 10:30 am - 11:30 am

April 22 - 24 NCEA 2014 Convention & Expo

April 24	Exhibit Break Down – Begins 3:00 pm	_____
April 25	Dismantle Complete by 12:00 pm (noon)	_____