



Education & Events Sept 21-24, 2016  
Trade Show Sept 22-24, 2016  
Baltimore Convention Center  
Baltimore, MD USA

## Critical Dates Checklist

Please fill in the green shaded fields.

	First Steps		
	<a href="#">Read Exhibitor Service Kit in its entirety</a>	NHNM	As soon as possible!
	<a href="#">Review Marketing and Promotional Opportunities</a>	NHNM	Individual deadlines apply
	<a href="#">Make Hotel Reservations through onPeak</a>	onPeak	As soon as possible!
	<a href="#">Secure meeting room space - limited availability</a>	NHNM	As soon as possible!
	<a href="#">Add company description to online profile</a>	NHNM	As soon as possible!
	<a href="#">Register for badges</a>	NHNM	As soon as possible!

x	Action Item - Things to Do or Order		Do Before This Date: (discount deadlines)
	<a href="#">Badge pricing increase for over allotment badges (6 per 10x10 free)</a>	NHNM	August 12, 2016
	<b>Company name and booth number for onsite Show Directory Map</b>	NHNM	August 12, 2016
	Show Directory Ad reservations, contract & artwork due (if applicable)	NHNM	August 12, 2016
	Show Directory Map final artwork due (if applicable)	NHNM	August 12, 2016
	<a href="#">Submit Hanging Sign Renderings: For Islands, Booth Blocks and Peninsulas</a>	NHNM	August 15, 2016
	<a href="#">Submit Booth Renderings: Approval Request Form if applicable</a>	NHNM	August 15, 2016
	<a href="#">First day for Advance Freight accepted at the warehouse</a>	GES	August 16, 2016
	<a href="#">For Multi Level Booths, send stamped blueprints to for Fire Marshal review and approval</a>	BCC	August 17, 2016
	<a href="#">Order Security for booth</a>	DTA Security	August 19, 2016
	<a href="#">Submit Exhibitor Appointed Contractor (EAC) form</a>	GES	August 20, 2016
	<a href="#">Order lead retrieval unit; early bird deadline – COMPUSYSTEMS</a>	CSI	August 29, 2016
	<b>Advance discount order deadline for all GES services</b>		
	<a href="#">Order Booth Furnishings: Carpet, Furniture &amp; Accessories, Graphics, Cleaning</a>	GES	August 29, 2016
	<a href="#">Secure onsite storage (dry, frozen, refrigerated)</a>		
	<a href="#">Ship hanging signs for booth - GES must receive by this deadline</a>	GES	August 29, 2016
	<a href="#">Order Electrical/ Plumbing Service - Edlen Electrical Exhibition Service</a>	Edlen	September 1, 2016
	<a href="#">Order any Internet or Cable connections</a>	M.C. Dean	September 7, 2016
	<a href="#">Order Lowe's Refrigeration Units or Services</a>	Lowe's	September 7, 2016
	Review invoices and verify costs for general contractor, electrical and other vendors	All Vendors	September 12, 2016
	<a href="#">Order audio visual and computer equipment</a>	PSAV	September 12, 2016
	<a href="#">Last day for Advance Freight shipments at the warehouse</a>	GES	September 14, 2016
	<a href="#">Order any food preparation, catering, and labor for booth through Centerplate</a>	Centerplate	September 16, 2016
	<a href="#">Direct Freight Shipments accepted at BCC (see target freight floorplan for your specific date)</a>	GES	September 19-21, 2016
	Onsite Exhibitor Registration opens at 8:00 am	NHNM	September 20, 2016
	<a href="#">Attend events and education to enhance the exhibiting experience and network outside of your booth.</a>	NHNM	September 21-24, 2016

Please remember this checklist is a general guide.

It is the responsibility of the exhibitor to read all the details of each vendor's order form.

	Pre show site		
	Verify hotel reservations		
	Tracking info for freight or overnight packages (bill of lading)		
	Confirm date and time of onsite booth space selection for 2016	NHNM	
	Confirm Airline information		
	Client meetings scheduled		
	Create staff packet with phone numbers, emergency meeting place, show info etc.		
	Make sure business cards are packed		