

## Deadline Checklist

Deadline	Item	Form to Complete	Exhibitor Service Manual Section	✓
<b>NOW</b>	Update your company's online exhibitor listing and profile	Exhibitor Online Portal		<input type="checkbox"/>
<b>NOW</b>	READ ALL RULES AND REGULATIONS		RULES AND REGULATIONS	<input type="checkbox"/>
August 6, 2021	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
August 6, 2021	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
August 10, 2021	Deadline to receive discounted rates on Turnkey Rental Booth Options	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
August 19, 2021	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Exhibitor Appointed Contractor Agreement	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
August 19, 2021	Deadline to submit a request for sample Food and Beverage	Food & Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
August 19, 2021	Deadline to order Catering for your exhibit	Catering Form & Menu	ADDITIONAL SERVICES	<input type="checkbox"/>
August 23, 2021	Deadline to contact Exhibition Management if your company will be displaying a vehicle	Contact Exhibition Management		<input type="checkbox"/>
August 23, 2021	<b>First-day Advance Warehouse will accept shipments</b>	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Rental Furnishings	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Booth Accessories	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline date to receive discounted pricing on Booth Carpeting	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Hanging Signs and Banners	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on In-Booth Forklift Service	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

September 7, 2021	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Vehicle Spotting Fees	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 7, 2021	Deadline to receive discounted rates on Specialty Furniture	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 14, 2021	Deadline for exhibitor freight to be received at the Advance Warehouse. <b>Materials received after 9/14/2021 will incur a 25% late handling fee</b>	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
September 21, 2021	Date exhibitor freight may only be received direct to Show Site at the Hynes Convention Center	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

**\*\*as of 7/1/2021**