

DEADLINES CHECKLIST

DATE	TASK	REQUESTED BY
Now	Read Exhibitor Service Kit (ESK) in its entirety	Informa/SMG
Now	Final payment for booth space deadline (reference your invoice)	Informa
Now	Make hotel reservations	onPeak
Now	Update your SupplySide Connect listing	Informa
Jan 3	Update Your Company Listing in SupplySide Database to be included in the printed Expo Preview. (Listing includes company name, business class, and website)	Informa
March 1	Submit Booth Approval Form (Mandatory for all exhibitors, excludes booth packages)	Informa
March 8	Advance Shipment: 1 st day warehouse accepts freight	SMG
March 8	Update Your Company Listing in SupplySide Database to be included in the printed Show Guide. (Listing includes company name and booth number)	Informa
March 11	Order lead retrieval for early bird pricing	Cvent
March 19	Telephone & Network Services – advanced price	Big Red Pin
March 25	SMG deadline to order with discount pricing: furnishings & accessories, material handling, graphics/signs, carpet, display labor, booth cleaning	SMG
March 25	Order lead retrieval for advanced pricing	Cvent
March 25	EACs to submit Certificate of Insurance	Informa/Exhibitor Insurance
April 1	Advance Shipments: Last day warehouse accepts freight	SMG
April 8	Direct Shipments – 1 st day exhibit facility accepts freight	SMG
April 8	Move-in starts at 8am	SMG
April 8	Carpet/flooring must be installed, and empties tagged by 5:00pm	Informa
April 9	All booths must be set and show ready by 9:30am.	Informa