



Exhibitor Checklist

Housing and Registration	Opening:
<input type="checkbox"/> Exhibitor Housing	Opening on May 11
<input type="checkbox"/> Exhibitor Registration	Opening on May 11
Show Requirements	Due Date:
<input type="checkbox"/> Booth Approval Forms (400+SQF or Stand-Alone)	Friday, June 26
<input type="checkbox"/> Certificate of Insurance	Friday, July 17
Hargrove Orders	Due Date:
<input type="checkbox"/> Advanced Shipping Dates	Tuesday, August 25-Wednesday, September 23
<input type="checkbox"/> Advanced Order and Rental Booth	Thursday, August 27
<input type="checkbox"/> Rental Booth Art Submission	Thursday, September 3
<input type="checkbox"/> Carpet and Online Ordering Discount Ends	Thursday, September 17
<input type="checkbox"/> Direct Shipping Begin Date	Sunday, September 27 (begins at 8 am)
Additional Services	Deadline:
<input type="checkbox"/> A/V	Friday, September 4
<input type="checkbox"/> Catering	Look on form for more information
<input type="checkbox"/> Lead Retrieval *It is recommended if you do order Lead Retrieval to order it through Exhibitor Registration*	Early Bird: 8/4 Regular: 9/2
<input type="checkbox"/> Floral	TBD
<input type="checkbox"/> <u>Internet</u>	Friday, September 4
<input type="checkbox"/> <u>Electrical</u>	Friday, September 4