



## Exhibitor Checklist

<b>Housing and Registration</b>	<b>Opening:</b>
<input type="checkbox"/> Exhibitor Housing	Monday, May 12
<input type="checkbox"/> Exhibitor Registration	Monday, May 12
<b>Show Requirements</b>	<b>Due Date:</b>
<input type="checkbox"/> Booth Approval Forms (400+SQF or Stand-Alone)	Friday, June 20
<input type="checkbox"/> Certificate of Insurance	Friday, July 11
<input type="checkbox"/> Exhibit Hall Guide Description	Tuesday, July 1
<b>Hargrove Orders</b>	<b>Due Date:</b>
<input type="checkbox"/> Advanced Shipping Dates	Tuesday, August 12-Tuesday, September 9
<input type="checkbox"/> Advanced Order and Rental Booth	Thursday, August 14
<input type="checkbox"/> Rental Booth Art Submission	Thursday, August 21
<input type="checkbox"/> Carpet and Online Ordering Discount Ends	Thursday, September 4
<input type="checkbox"/> Direct Shipping Begin Date	Sunday, September 14 (begins at 8 am)
<b>Additional Services</b>	<b>Deadline:</b>
<input type="checkbox"/> <a href="#">A/V</a>	Early Bird: 8/18 Final: 9/8
<input type="checkbox"/> <a href="#">Catering</a>	See form for more details
<input type="checkbox"/> Lead Retrieval *It is recommended if you do order Lead Retrieval to order it through Exhibitor Registration*	Early Bird Rate: 6/27 Advance Rate: 8/1 Regular Rate: 8/2
<input type="checkbox"/> <a href="#">Floral</a>	See form for more details
<input type="checkbox"/> <a href="#">Internet</a>	Friday, August 22
<input type="checkbox"/> <a href="#">Electrical</a>	Friday, August 22