



# DEADLINE CHECKLIST

**\*PROMOTIONS DEADLINES\***

<b>ACT NOW!!</b>	Order Guest / Attendee Invitations	<b>ACT NOW!!</b>	Post "Link-to-Us" Logos
<b>ACT NOW!!</b>	On-site Show Directory Listings Due	<b>ACT NOW!!</b>	Sponsorships Deadline
<b>ACT NOW!!</b>	Show Directory Advertising Deadline	<b>ACT NOW!!</b>	Mailing List Rental Deadline

**DEADLINE      ORDER FORM DUE DATES AND DISCOUNT CUT-OFF DATES      ORDERED**

<b>Act Now!!</b>	<b>Discounted Hotel Rates – Book Now!</b>
<b>April 28</b>	Last day for Early-Bird Lead Recorder Units
<b>May 7</b>	Last Day for Discounted Hotel Rates
<b>May 8</b>	Advance Warehouse Storage Begins (no machinery)
<b>May 9</b>	Badge Requests; Exhibitor Personnel
<b>May 12</b>	Last Day for Discounted Lead Recorder Units
<b>May 21</b>	Hospitality Suite / Meeting Room Requests
<b>May 21</b>	Exhibitor-Appointed Contractor (EAC) Form and Insurance Documentation due to Show Management
<b>May 23</b>	Photography / Plants & Floral
<b>May 26</b>	Audio-Visual / Computers
<b>May 27</b>	Pre-show Lead Recorder Units Order Deadline
<b>June 2</b>	<b><u>ALL CONVENTION CENTER SERVICE ORDERS DUE</u></b> Cleaning; Compressed Air; Electrical; Plumbing; Sound Equipment; Internet/Telecommunications/Telephones & Booth Catering Forms; Booth Security/Guard Services
<b>June 2</b>	<b><u>ALL NEC ORDERS DUE</u></b> Booth Furnishings; Display Labor; Rental Units; Signage; Method of Payment
<b>June 6</b>	Last day for Advance Shipments accepted at NEC Warehouse
<b>June 9 - 10</b>	General move-in
<b>June 11 - 12</b>	<b>Enjoy the Show!</b>