



EXHIBITOR DEADLINE CHECKLIST

EXHIBITOR SERVICE KIT

DEADLINE	FORMS	TAB LOCATION
<input type="checkbox"/> March-18	Music LicensesRules & Regulations
<input type="checkbox"/> March-23	Booth Floor Plan SubmissionRules & Regulations
<input type="checkbox"/> April-19	Advertising Reservation and Materials Due DateInside Cover
<input type="checkbox"/> May-1	Airline ReservationsRegistration, Travel & Housing
<input type="checkbox"/> May-18	All Other Awards Entry FormExhibitor Awards & Showcases
<input type="checkbox"/> May-18	Contests, Lotteries, Promotions, EtcRules & Regulations
<input type="checkbox"/> May-30	National Plant RentalAdditional Services
<input type="checkbox"/> May-31	Multi-Level Exhibits ApprovalRules & Regulations
<input type="checkbox"/> June-5	Dust Collection and Collection Services Order FormAdditional Services
<input type="checkbox"/> June-7	ExpoEase Model Agency Order FormAdditional Services
<input type="checkbox"/> June-7	ExpoEase Photography Order FormAdditional Services
<input type="checkbox"/> June-8	Exhibitor Housing Block FormRegistration, Travel & Housing
<input type="checkbox"/> June-8	Exhibitor Official Housing Request FormRegistration, Travel & Housing
<input type="checkbox"/> June-13	EAC Certificate of Insurance to AWFS®Rules & Regulations
<input type="checkbox"/> June-13	Exhibitor Appointed Contractor Temporary Badge Request FormLabor
<input type="checkbox"/> June-13	Exhibitor Certificate of Insurance to AWFS®Rules & Regulations
<input type="checkbox"/> June-15	Freight Target Change Request FormShipping, Handling & Drayage
<input type="checkbox"/> June-16	Freeman Fabric Solutions Order FormFurniture, Carpet & Displays
<input type="checkbox"/> June-20	Aramark Corporation Food and Beverage Order FormAdditional Services
<input type="checkbox"/> June-20	Begin Receiving At Advance WarehouseShipping, Handling & Drayage
<input type="checkbox"/> June-20	CompuSystems Lead Retrieval Order FormAdditional Services
<input type="checkbox"/> June-23	SmartCity Internet-Network Service ContractUtilities: Air, Telephone & Electrical
<input type="checkbox"/> June-23	SmartCity Telecommunications Service Order FormUtilities: Air, Telephone & Electrical
<input type="checkbox"/> June-23	Las Fair Convention Center Cable TV Service ContractUtilities: Air, Telephone & Electrical
<input type="checkbox"/> June-24	American With Disabilities Act Alternative MeasuresRules & Regulations
<input type="checkbox"/> June-27	Exhibitor Registration FormRegistration, Travel & Housing
<input type="checkbox"/> June-27	Meeting & Function Space FormRegistration, Travel & Housing
<input type="checkbox"/> June-30	Freeman Labor Order FormLabor

(over please)



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<input type="checkbox"/> June-30	Freeman Hanging Signs Order Form	Labor
<input type="checkbox"/> June-30	Freeman Structural Integrity Statement Form	Labor
<input type="checkbox"/> June-30	Freeman Display Materials	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Storage Agreement	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Material Handling Order Form	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Storage Of Raw Material	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Material Handling Accessible Storage Order Form	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Cartload Material Handling Order Form	Shipping, Handling & Drayage
<input type="checkbox"/> June-30	Freeman Method of Payment Form	Show Information
<input type="checkbox"/> June-30	Freeman Third Party Authorization Form	Show Information
<input type="checkbox"/> June-30	Freeman Electrical Labor Order From	Utilities: Air, Telephone & Electrical
<input type="checkbox"/> June-30	Freeman Electrical Order Form	Utilities: Air, Telephone & Electrical
<input type="checkbox"/> June-30	Freeman Air, Water, Drain, Gas Order Form	Utilities: Air, Telephone & Electrical
<input type="checkbox"/> June-30	Freeman Furnishings Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Carpet Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Accessories Order	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Custom Accessories Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Rental Exhibits Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Exhibit Packages Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Showcases Order Form	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman TotalFlex	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman Signs & Graphics	Furniture, Carpet & Displays
<input type="checkbox"/> June-30	Freeman AV Audio Visual Order Form	Additional Services
<input type="checkbox"/> June-30	Freeman AV Computer Order Form	Additional Services
<input type="checkbox"/> July-1	RA Consulting Security Order Form	Additional Services
<input type="checkbox"/> July-8	Final Advance Warehouse Shipping Date	Shipping, Handling & Drayage
<input type="checkbox"/> July-14	Begin Receiving Show Site Shipments	Shipping, Handling & Drayage
<input type="checkbox"/> July-19	Final Receiving Show Site Shipments	Shipping, Handling & Drayage