

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION			
March 23	Show Directory Information Listing Deadline	Show Management	<input type="checkbox"/>
April 10	Booth Waiver Request Form	Show Management	<input type="checkbox"/>
April 10	Exhibit Floor Meeting Request Form	Show Management	<input type="checkbox"/>
April 10	Insurance Submission Form	Show Management	<input type="checkbox"/>
April 10	EAC Notification	Show Management	<input type="checkbox"/>
April 10	Exhibitor Appointed Photographer Approval Form	Show Management	<input type="checkbox"/>
April 10	Hanging Sign Approval Form	Show Management	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Show Management	<input type="checkbox"/>
May 4	Hotel Meeting Room/Hospitality Suite Form	onPeak	<input type="checkbox"/>
SHIPPING INFORMATION			
April 1	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
April 10	Material Handling Order Form	Freeman	<input type="checkbox"/>
April 10	Freeman Caddie Service	Freeman	<input type="checkbox"/>
April 10	Exhibit Transportation Order Form	Freeman	<input type="checkbox"/>
April 10	Outbound Shipping Order Form	Freeman	<input type="checkbox"/>
April 23	Last Day Advance Shipments to the Freeman Warehouse May Arrive without late warehouse shipment surcharges applied.	Freeman	<input type="checkbox"/>
May 2	Dates when Direct Shipments to the Mandalay Bay CC May Arrive (Check Targeted Move-In Schedule for Your Exact Date)	Freeman	<input type="checkbox"/>
ASAP	International Business Logistics	Phoenix Int'l	<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS			
April 10	Method of Payment and Third-Party Authorization	Freeman	<input type="checkbox"/>
April 10	Freeman Show Package	Freeman	<input type="checkbox"/>
April 10	Furnishings Essentials and Select Order Forms	Freeman	<input type="checkbox"/>
April 10	Carpet Order Form	Freeman	<input type="checkbox"/>
April 10	Freeman Rental Exhibits Order Form	Freeman	<input type="checkbox"/>
April 10	Freeman Exhibit Accessories Order Form	Freeman	<input type="checkbox"/>
April 10	Freeman Fabric Solutions and TotalFlex Order Forms	Freeman	<input type="checkbox"/>
April 10	Freeman Graphics & Signs Order Form	Freeman	<input type="checkbox"/>
April 10	Freeman Installation & Dismantle Order Forms	Freeman	<input type="checkbox"/>
April 10	Freeman Hanging Sign Labor	Freeman	<input type="checkbox"/>
April 10	Freeman Forklift Rigging Equipment & Labor	Freeman	<input type="checkbox"/>
April 10	Shipping Labels	Freeman	<input type="checkbox"/>
April 10	Freight Services	Freeman	<input type="checkbox"/>
April 10	Material Handling Form	Freeman	<input type="checkbox"/>
April 10	Chain / Truss/ Sign Equipment Form	Freeman	<input type="checkbox"/>
April 10	Outbound Shipping	Freeman	<input type="checkbox"/>
April 10	Accessible Storage	Freeman	<input type="checkbox"/>

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION			
March 11/April 26	Lead Retrieval Order Form (tiered discount deadlines)	Experient	<input type="checkbox"/>
April 1	Security Order Form	SOA Security	<input type="checkbox"/>
April 14	Exhibitor Utilities, Telecommunications, Cleaning, Catering & Internet Guide at the Mandalay Bay Convention Center	Mandalay Bay	<input type="checkbox"/>
April 17	Floral Order Form	TLC Plant Service	<input type="checkbox"/>
Prior to Show	Audio Visual/Computer Rental Order Forms	SmartSource	<input type="checkbox"/>
Prior to Show	Model & Host Services Order Form	Image Modeling Service	<input type="checkbox"/>