

Take action, be organized and save your company money! 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 up to 40% over onsite prices. Additional services not listed below can be found within this service manual. Please keep copies of all forms and bring with you to the show.

Complete	Due Date	Order Form	Deadline From
	Immediately	Review Exhibitor Manual & Exhibitor Contact Information	Show Management
	ASAP	Exhibitor Badge & Hotel Registration	Maritz Global Events
	June 3	Pay Balance Due (See Invoice)	Show Management
	June 5	Co-Exhibitor Application Form (to be included in the directory)	Show Management
	June 5	Show Directory Ad Insertion/Space Reservation	Show Management
	June 10	Show Directory Ad Creative	Show Management
	July 2	Order Safe Rental	Rolland Safe
	July 14	Discount Deadline for Lighting Package Orders (On-Site Orders Not Guaranteed)	Show Management
	July 19	Private Security Guard	SOA Security
	July 26	Submit Certificate of Insurance	Show Management
	August 3	Discount Deadline for Shepard Standard Orders	Shepard
	Prior to Show	Discount Deadline for Showcase Orders	Atlantic Rentals