



PRELIMINARY DEADLINE CHECKLIST

The following information is an estimate, based on previous year's incentive/advance deadlines. Please refer to the dates in the Exhibitor Services Guide which will be available online July 2018.

<u>SHOW SERVICE</u>	<u>DUE DATE</u>
<input type="checkbox"/> Best New Product – Exhibitor Awards Application	August 1
<input type="checkbox"/> Final Exhibit Space Payment	August 1
<input type="checkbox"/> Certificate of Insurance to IAAPA*	August 31
<input type="checkbox"/> Booth Design Form* Booths 400+ square feet, and all booths displaying inflatables must also submit a booth layout/design	September 14
<input type="checkbox"/> Lead Retrieval	September 19
<input type="checkbox"/> Audience Participation Safety Form*	September 28
<input type="checkbox"/> Exhibitor Listing for Show Guide*	October 1
<input type="checkbox"/> Freeman Discount Deadline Includes: Furniture Carpet Graphics & Signs Rental Exhibits Cleaning Services Display Labor	October 18
<input type="checkbox"/> OCCC Discount Deadline Includes: Internet/Networking Electrical Compressed Air, Water & Drain Services Rigging/Hanging Sign Order	October 24
<input type="checkbox"/> Advance Shipping to Warehouse	November 1
<input type="checkbox"/> Best Exhibit – Exhibitor Awards Application	November 2
<input type="checkbox"/> Direct Shipping to Convention Center Begins	November 8
<input type="checkbox"/> Booth Setup Complete	Monday, Nov. 13, 5:00 p.m.

**Required item for all exhibitors*