



TO DO LIST / DEADLINES CHECKLIST

Order your services in advance - save time and money! By ordering your services prior to arriving on site, contractors will be better prepared to serve you and meet your needs. Most dates for services below are the discount deadlines. List is available in Chronological Order and Alphabetical Order (see page 3).

CHRONOLOGICAL ORDER

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	Hotel Reservations	Optional	ASAP
	Exhibitor Pre-Show Mailing and Exhibitor Showcase	Optional	ASAP
	Advertising: Show Program and Show Daily	Optional	ASAP
	Visa Invitation Request (through Exhibitor Registration)	Optional	ASAP
	Catering in Booth	Optional	N/A
	Floral & Plant	Optional	N/A
	Interpreters/Hostess/Models	Optional	N/A
	Food Sampling Form	Optional	N/A
	Photography & Video Services	Optional	N/A
	Awards Application: Best New Product	Optional	Tuesday, Aug. 1
	Payment of Final Exhibit Space	Required	Friday, Aug. 4
	Webinar: A How-To Guide to Successful Exhibiting	Optional	Wednesday, Aug. 9, 1-2pm EDT
	New Product/ New Service Announcement at Show	Optional	Friday, Sept. 1
	Insurance Certificate	Required	Friday, Sept. 1
	Design Submission Form	Required	Friday, Sept. 15
	Lead Retrieval (1 st Discount)	Optional	Wednesday, Sept. 20
	Exhibitor-Appointed Contractor Info with Certificate of Insurance of EAC	Optional	Friday, Sept. 22
	Sponsorships	Optional	Friday, Sept. 29
	Audience Participation Safety Form	Required	Friday, Sept. 29
	Cooking, Gas, Open Flame Form	Optional	Friday, Sept. 29
	Multi-Level and Covered Exhibits Application	Optional	Friday, Sept. 29
	Fireworks, Pyrotechnics, Special Effects Application	Optional	Friday, Sept. 29
	Fire Watch Order (if to be paid by IAAPA)	Optional	Friday, Sept. 29
	Exhibitor Listing for Show Guide	Required	Monday, Oct. 2
	Tent Permit Letter Request (Outside)	Optional	Monday, Oct. 2
	Lead Retrieval (Final Discount)	Optional	Thursday, Oct. 5
	Advance Shipping to Warehouse Begins	Optional	Tuesday, Oct. 10
	Tent Permit Application (Outside)	Optional	Thursday, Oct. 12
	Refrigerated/Frozen Storage	Optional	Thursday, Oct. 12

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	International Freight : LCL Sea to Orlando	Optional	Friday, Oct. 13
	Wristbands for Move-in Request	Optional	Friday, Oct. 13
	International Freight : FCL Sea to Savannah	Optional	Wednesday, Oct. 18
	Internet & Telecommunications	Optional	Thursday, Oct. 19
	Freeman Services	Optional	Thursday, Oct. 19
	Forklift	Optional	Thursday, Oct. 19
	10'x10'/20' Booth Package	Optional	Thursday, Oct. 19
	Furnishings & Accessories	Optional	Thursday, Oct. 19
	Carpet	Optional	Thursday, Oct. 19
	Rental Exhibits	Optional	Thursday, Oct. 19
	Cleaning & Porter Service	Optional	Thursday, Oct. 19
	Graphics, Signs, Fabrics	Optional	Thursday, Oct. 19
	Labor	Optional	Thursday, Oct. 19
	Targeted Move-in Request	Optional	Thursday, Oct. 19
	Ancillary/Satellite Event Space	Optional	Friday, Oct. 20
	Electrical	Optional	Wednesday, Oct. 25
	Compressed Air, Gases, Water, & Drain	Optional	Wednesday, Oct. 25
	Rigging / Hanging Signs	Optional	Wednesday, Oct. 25
	Lighting	Optional	Wednesday, Oct. 25
	Balloons / Lighter-than-Air	Optional	Wednesday, Oct. 25
	International Freight : Air to MCO Airport	Optional	Wednesday, Oct. 25
	Audio-Visual & Computer	Optional	Monday, Oct. 30
	Advance Shipping to Warehouse Deadline	Optional	Thursday, Nov. 2
	Awards Application: Best Exhibit	Optional	Friday, Nov. 3
	Parking Pass for Trucks/Trailers	Optional	Friday, Nov. 3
	Direct Shipments to Convention Center Begins	Optional	Thursday, Nov. 9, 8 a.m.
	Exhibitor Guest Pre-Registration Deadline	Optional	Friday, Nov. 10
	Security in Booth	Optional	Saturday, Nov. 11
	Dynamic Exhibitor Operations Review Session	Required if Dynamic	Monday, Nov. 13, 10-10:30 a.m. or 3-3:30 p.m.
	Booth Set-up Completed	Required	Monday, Nov. 13, 5 p.m.
	Trade Show Floor Opens	Required	Tuesday, Nov. 14, 10 a.m.
	Trade Show Floor Closes	Required	Friday, Nov. 17, 4 p.m.
	Exhibit Move-Out Completes	Required	Sunday, Nov. 19, 12 p.m.

ALPHABETICAL ORDER

☑ WHEN COMPLE TE	ITEM	REQ / OPT	DUE DATE
	10'x10'/20' Booth Package	Optional	Thursday, Oct. 19
	Advance Shipping to Warehouse Begins	Optional	Tuesday, Oct. 10
	Advance Shipping to Warehouse Deadline	Optional	Thursday, Nov. 2
	Advertising: Show Program and Show Daily	Optional	ASAP
	Ancillary/Satellite Event Space	Optional	Friday, Oct. 20
	Audience Participation Safety Form	Required	Friday, Sept. 29
	Audio-Visual & Computer	Optional	Monday, Oct. 30
	Awards Application: Best Exhibit	Optional	Friday, Nov. 3
	Awards Application: Best New Product	Optional	Tuesday, Aug. 1
	Balloons / Lighter-than-Air	Optional	Wednesday, Oct. 25
	Booth Set-up Completed	Required	Monday, Nov. 13, 5 p.m.
	Carpet	Optional	Thursday, Oct. 19
	Catering in Booth	Optional	N/A
	Cleaning & Porter Service	Optional	Thursday, Oct. 19
	Compressed Air, Gases, Water, & Drain	Optional	Wednesday, Oct. 25
	Cooking, Gas, Open Flame Form	Optional	Friday, Sept. 29
	Design Submission Form	Required	Friday, Sept. 15
	Direct Shipments to Convention Center Begins	Optional	Thursday, Nov. 9, 8 a.m.
	Dynamic Exhibitor Operations Review Session	Required if Dynamic	Monday, Nov. 13, 10-10:30 a.m. or 3-3:30 p.m.
	Electrical	Optional	Wednesday, Oct. 25
	Exhibit Move-Out Completes	Required	Sunday, Nov. 19, 12 p.m.
	Exhibitor Guest Pre-Registration Deadline	Optional	Friday, Nov. 10
	Exhibitor Listing for Show Guide	Required	Monday, Oct. 2
	Exhibitor Pre-Show Mailing and Exhibitor Showcase	Optional	ASAP
	Exhibitor-Appointed Contractor Info with Certificate of Insurance of EAC	Optional	Friday, Sept. 22
	Fire Watch Order (if to be paid by IAAPA)	Optional	Friday, Sept. 29
	Fireworks, Pyrotechnics, Special Effects Application	Optional	Friday, Sept. 29
	Floral & Plant	Optional	N/A
	Food Sampling Form	Optional	N/A
	Forklift	Optional	Thursday, Oct. 19
	Freeman Services	Optional	Thursday, Oct. 19
	Furnishings & Accessories	Optional	Thursday, Oct. 19
	Graphics, Signs, Fabrics	Optional	Thursday, Oct. 19
	Hotel Reservations	Optional	ASAP
	Insurance Certificate	Required	Friday, Sept. 1
	International Freight: Air to MCO Airport	Optional	Wednesday, Oct. 25
	International Freight: FCL Sea to Savannah	Optional	Wednesday, Oct. 18
	International Freight: LCL Sea to Orlando	Optional	Friday, Oct. 13
	Internet & Telecommunications	Optional	Thursday, Oct. 19
	Interpreters/Hostess/Models	Optional	N/A
	Labor	Optional	Thursday, Oct. 19
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	Lighting	Optional	Wednesday, Oct. 25
	Multi-Level and Covered Exhibits Application	Optional	Friday, Sept. 29

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	Photography & Video Services	Optional	N/A
	Refrigerated/Frozen Storage	Optional	Thursday, Oct. 12
	Rental Exhibits	Optional	Thursday, Oct. 19
	Rigging / Hanging Signs	Optional	Wednesday, Oct. 25
	Security in Booth	Optional	Saturday, Nov. 11
	Sponsorships	Optional	Friday, Sept. 29
	Targeted Move-in Request	Optional	Thursday, Oct. 19
	Tent Permit Application (Outside)	Optional	Thursday, Oct. 12
	Tent Permit Letter Request (Outside)	Optional	Monday, Oct. 2
	Trade Show Floor Closes	Required	Friday, Nov. 17, 4 p.m.
	Trade Show Floor Opens	Required	Tuesday, Nov. 14, 10 a.m.
	Visa Invitation Request (through Exhibitor Registration)	Optional	ASAP
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	Wristbands for Move-in Request	Optional	Friday, Oct. 13