

<b>IAAPA ATTRACTIONS EXPO 2017</b> <b>PRELIMINARY DEADLINE CHECKLIST</b>
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*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 2017.*

SHOW SERVICE

DUE DATE

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Best New Product – Exhibitor Awards Application  | <b>August 1</b>                   |
| <input type="checkbox"/> Final Exhibit Space Payment  | <b>August 4</b>                   |
| <input type="checkbox"/> Certificate of Insurance to IAAPA*   | <b>September 1</b>                |
| <input type="checkbox"/> Booth Design Form*<br>Booths 400+ square feet, and all booths displaying inflatables<br>must also submit a booth layout/design                       | <b>September 15</b>               |
| <input type="checkbox"/> Lead Retrieval   | <b>September 20</b>               |
| <input type="checkbox"/> Audience Participation Safety Form*  | <b>September 22</b>               |
| <input type="checkbox"/> Exhibitor Listing for Show Guide*  | <b>October 2</b>                  |
| <input type="checkbox"/> OCCC Discount Deadline<br><b>Includes:</b> Internet/Networking<br>Electrical<br>Compressed Air, Water & Drain Services<br>Rigging/Hanging Sign Order | <b>October 20</b>                 |
| <input type="checkbox"/> Freeman Discount Deadline<br><b>Includes:</b> Furniture<br>Carpet<br>Graphics & Signs<br>Rental Exhibits<br>Cleaning Services<br>Display Labor       | <b>October 20</b>                 |
| <input type="checkbox"/> Advance Shipping to Warehouse  | <b>November 2</b>                 |
| <input type="checkbox"/> Best Exhibit – Exhibitor Awards Application  | <b>November 3</b>                 |
| <input type="checkbox"/> Direct Shipping to Convention Center Begins  | <b>November 9</b>                 |
| <input type="checkbox"/> Booth Setup Complete   | <b>Monday, Nov. 13, 5:00 p.m.</b> |

*\*Required item for all exhibitors*