



PRELIMINARY DEADLINE CHECKLIST

The following information is an estimate, based on previous years incentive/advance deadlines. Please refer to the dates in the Exhibitor Services Guide which will be available online July 2013.

SHOW SERVICE

DUE DATE

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| <input type="checkbox"/> Best New Product – Exhibitor Awards Application | August 1 |
| <input type="checkbox"/> Final Exhibit Space Payment | August 2 |
| <input type="checkbox"/> Certificate of Insurance to IAAPA (all exhibitors) | August 30 |
| <input type="checkbox"/> Variance Request with Booth Design Due
Those displays that do not fall into the traditional booth guidelines | September 6 |
| <input type="checkbox"/> Lead Retrieval | September 13 |
| <input type="checkbox"/> Booth Design Submissions
Booths over 399 square feet (<i>not requiring a variance</i>), and all booths displaying inflatables | September 20 |
| <input type="checkbox"/> Audience Participation Safety Form | September 27 |
| <input type="checkbox"/> Internet/Networking | October 23 |
| <input type="checkbox"/> Electric Service Order | October 23 |
| <input type="checkbox"/> Compressed Air, Water & Drain Services | October 23 |
| <input type="checkbox"/> Rigging/Hanging Sign Order | October 23 |
| <input type="checkbox"/> Catering Services Order | October 23 |
| <input type="checkbox"/> Freeman Discount Deadline
Includes: Furniture
Carpet
Graphics & Signs
Rental Exhibits
Cleaning Services
Display Labor
A/V & Computers | November 1 |
| <input type="checkbox"/> Advance Shipping to Warehouse | November 8 |
| <input type="checkbox"/> Best Exhibit Application | November 8 |
| <input type="checkbox"/> Direct Shipping to Convention Center Begins | November 14 |
| <input type="checkbox"/> Booth Setup Complete | Monday, November 18 – 5:00 p.m. |