

IAAPA

Attractions Expo

DEADLINE CHECKLIST

<u>SHOW SERVICE</u>	<u>DUE DATE</u>	<u>Section *</u>
<input type="checkbox"/> Tyvek Wristband Request Form	Friday, August 27	R & R
<input type="checkbox"/> Certificate of Insurance to IAAPA (from all exhibitors)	Friday, August 27	GSI
<input type="checkbox"/> Variance Request Form with Booth Design	Wednesday, September 8	R & R
<input type="checkbox"/> Best New Product – Exhibitor Awards Application	Wednesday, September 15	GSI
<input type="checkbox"/> Booth Design Submissions Booths over 399 sq. ft. not requiring a variance, all booths displaying inflatables, and any linear in-line booth (regardless of booth size) over eight (8) feet high	Friday, September 17	GSI
<input type="checkbox"/> Intent to Use Exhibitor Appointed Contractors Form with Certificate of Insurance from EAC	Friday, September 24	GSI
<input type="checkbox"/> Deadline for Changes to On-Site Show Program Information	Friday, October 1	MKTG
<input type="checkbox"/> Shuttle Bus Special Request Order	Friday, October 1	OC
<input type="checkbox"/> Multi-level and Covered Exhibits Submit Floorplan	Friday, October 1	GSI
<input type="checkbox"/> Lead Retrieval Equipment Ordered	Friday, October 8	OC
<input type="checkbox"/> Advance Shipping to Warehouse	Tuesday, October 12 – Friday, November 5	
<input type="checkbox"/> Request Exhibitor Staff Badges to be mailed	Monday, October 11	R & H
<input type="checkbox"/> Security Services Request	Monday, October 11	OC
<input type="checkbox"/> Audience Participation Safety Form	Friday, October 15	R & R
<input type="checkbox"/> Cooking, Gas, Open Flame Notice	Wednesday October 15	GSI
<input type="checkbox"/> Fireworks, Pyrotechnics or Special Effect Permit	Wednesday October 15	R&R

Orange County Convention Center Services Discount

<input type="checkbox"/> Standard & Special Electrical Service Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Telephone Service Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Compressed Air, Water & Drain Service	Wednesday, October 20	OCCC
<input type="checkbox"/> Natural Gas / LP Gas Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Internet and Communication Service Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Rigging/Hanging Sign Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Lighting Service Order	Wednesday, October 20	OCCC
<input type="checkbox"/> Catering Services Order	Wednesday, October 20	OCCC

*** Section Key:**

- R & R – Rules & Regulations
- GSI – General Show Information
- MKTG – Marketing & Sponsorship

OC – Official Contracts

R & H – Registration & Housing

OCCC – Orange County Convention Center

FS – Freeman Services

IAAPA

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SHOW SERVICE

DUE DATE

Section *

Freeman Services Discount

<input type="checkbox"/> Credit Card Authorization Form Returned	Thursday, October 28	FS
<input type="checkbox"/> Third Party Payment Form Returned	Thursday, October 28	FS
<input type="checkbox"/> Booth Package Order	Thursday, October 28	FS
<input type="checkbox"/> Furnishings Order	Thursday, October 28	FS
<input type="checkbox"/> Display Walls and Accessories Order	Thursday, October 28	FS
<input type="checkbox"/> Floor Coverings Order	Thursday, October 28	FS
<input type="checkbox"/> Cleaning Services Order	Thursday, October 28	FS
<input type="checkbox"/> Rental Exhibits Order	Thursday, October 28	FS
<input type="checkbox"/> Exhibit Package Order	Thursday, October 28	FS
<input type="checkbox"/> Exhibit Accessories Order	Thursday, October 28	FS
<input type="checkbox"/> Graphics & Signs Order	Thursday, October 28	FS
<input type="checkbox"/> Display Labor Request	Thursday, October 28	FS
<input type="checkbox"/> Frozen & Refrigerated Food Storage Form	Thursday, October 28	FS
<input type="checkbox"/> Best Exhibit Application	Friday, October 29	GSI
<input type="checkbox"/> Floral Services Request	Thursday, November 4	OC
<input type="checkbox"/> Photography Services Orders	Thursday, November 4	OC
<input type="checkbox"/> Balloon Form	Thursday, November 4	GSI
<input type="checkbox"/> Advance Shipping to Warehouse Ends	Friday, November 5	GSI
<input type="checkbox"/> Audio Visual Services Request	Monday, November 8	OC
<input type="checkbox"/> Computer Services Request	Monday, November 8	OC
<input type="checkbox"/> Direct Shipping to Convention Center Begins	Thursday, November 11 – 8:00 a.m.	
<input type="checkbox"/> Booth Set-Up Complete	Monday, November 15 – 7:00 p.m.	
<input type="checkbox"/> Exhibits Open	Tuesday, November 16 – 10:00 a.m.	
<input type="checkbox"/> Exhibits Close	Friday, November 19 – 4:00 p.m.	
<input type="checkbox"/> Exhibit Move-out Deadline	Sunday, November 21 - 12:00 noon	

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