

## 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
	<a href="#">Hotel Reservations</a>	Optional	ASAP
	<a href="#">Sponsorships</a>	Optional	ASAP
	Visa Invitation Request (through <a href="#">Exhibitor Registration</a> )	Optional	N/A
	<a href="#">Interpreters/Hostess/Models</a>	Optional	N/A
	<a href="#">Food Sampling Form</a>	Optional	N/A
	<a href="#">Exhibitor Staff Badge Registration</a>	<b>Required</b>	<b>N/A</b>
	<b>Webinar: Health, Safety, and Your Exhibit at IAAPA Expos</b>	<b>Optional</b>	<b>July 14</b>
	Payment of Final <a href="#">Exhibit Space</a>	Required	August 6
	<a href="#">Awards Application: Best New Product</a>	Optional	August 15
	<a href="#">Trade Show Floor Tour Sign-Up</a>	Optional	August 31
	<a href="#">Lead Retrieval</a> (1 <sup>st</sup> Discount)	Optional	August 31
	<a href="#">Press Conference at Show</a>	Optional	September 1
	<a href="#">Booth Layout Form</a>	<b>Required</b>	<b>September 17</b>
	<a href="#">Audience Participation Safety Form</a>	<b>Required</b>	<b>October 1</b>
	<a href="#">Insurance Certificate</a> (if displaying a Dynamic Device, Serving Food, Cooking or Using Flammable Materials)	<b>Required</b>	<b>October 1</b>
	<a href="#">Exhibitor Profile for Show Program</a>	<b>Required</b>	<b>October 4</b>
	<a href="#">Exhibitor-Appointed Contractor</a> Registration with Certificate of Insurance of EAC	Optional	October 8
	<a href="#">Advertising Deadline for the IAAPA Expo Program</a>	Optional	October 10
	<a href="#">Advance Shipping</a> to Warehouse Begins	Optional	October 12
	<a href="#">Turnkey Booth Package</a>	Optional	October 14
	<a href="#">Freeman Services</a>	Optional	October 14
	<a href="#">10'x10'/20' Booth Package</a>	Optional	October 14
	<a href="#">Carpet</a>	Optional	October 14
	<a href="#">Furnishings</a>	Optional	October 14
	<a href="#">Accessories &amp; Showcases</a>	Optional	October 14
	<a href="#">Graphics, Signs</a>	Optional	October 14
	<a href="#">Cleaning &amp; Porter Service</a>	Optional	October 14
	<a href="#">Labor</a>	Optional	October 14
	<a href="#">Forklift/Lifts/Rigging Labor</a>	Optional	October 14
	<a href="#">International Freight: LCL Sea to Orlando terminal</a>	Optional	October 15
	<a href="#">Cooking, Gas, Open Flame, Heat Device Form</a>	Optional	October 15
	<a href="#">Multi-Level and Covered Exhibits Application</a>	Optional	October 15
	<a href="#">Fire Watch Order</a> (if to be paid by IAAPA)	Optional	October 15

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	<a href="#">Wristbands</a> for Move-in Request	Optional	October 15
	<a href="#">Floral &amp; Plant</a>	Optional	October 16
	<a href="#">International Freight</a> : FCL Sea to Miami port	Optional	October 19
	<a href="#">Lead Retrieval</a> (Final Discount)	Optional	October 19
	<a href="#">Ancillary/Satellite Event Space</a>	Optional	October 22
	<a href="#">International Freight</a> : Air to MCO Airport	Optional	October 26
	<a href="#">Dry/Refrigerated/Frozen Storage</a>	Optional	October 26
	<a href="#">OCCC/Building Services</a>	Optional	October 27
	<a href="#">Electrical</a>	Optional	October 27
	<a href="#">Air, Gases</a>	Optional	October 27
	<a href="#">Plumbing, Water, Drain</a>	Optional	October 27
	<a href="#">Rigging / Hanging Signs</a>	Optional	October 27
	<a href="#">Lighting-Aerial</a>	Optional	October 27
	<a href="#">Balloons / Lighter-than-Air</a>	Optional	October 27
	<a href="#">Internet</a>	Optional	October 27
	<a href="#">Telecommunications</a>	Optional	October 27
	<a href="#">Targeted Move-in Request</a>	Optional	October 29
	<a href="#">Audio-Visual &amp; Computer</a>	Optional	October 29
	<a href="#">Advertising Deadline for the IAAPA Expo Show Daily</a>	Optional	November 1
	<a href="#">Advance Shipping</a> to Warehouse Deadline	Optional	November 4
	<a href="#">Awards Application: Best Exhibit</a>	Optional	November 5
	<a href="#">Parking Pass for Trucks/Trailers</a>	Optional	November 8
	<a href="#">Video Production &amp; Photography</a>	Optional	November 8
	<a href="#">Catering</a> in Booth	Optional	November 11
	<a href="#">Direct Shipments</a> to Convention Center Begins based on <a href="#">Targeted Move-in</a>	Optional	November 11, 8:00 a.m.
	<a href="#">Exhibitor Guest Pre-Registration Deadline</a>	Optional	November 12
	<a href="#">Security</a> in Booth	Optional	November 15
	<a href="#">Dynamic Exhibitor Operations Review Session</a>	Required if Dynamic	November 15, 10-10:30 a.m. or 3-3:30 p.m.
	<a href="#">Booth Set-up Completed</a>	<b>Required</b>	<b>Monday, Nov. 15, 5 p.m.</b>
	<a href="#">Trade Show Floor Opens</a>	<b>Required</b>	<b>Tuesday, Nov. 16, 10 a.m.</b>
	<a href="#">Trade Show Floor Closes</a>	<b>Required</b>	<b>Friday, Nov. 19, 4 p.m.</b>
	<a href="#">Exhibit Move-Out Completes</a>	<b>Required</b>	<b>Sunday, Nov. 21, 12 p.m.</b>

**ALPHABETICAL ORDER**

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	<a href="#">10'x10'/20' Booth Package</a>	Optional	October 14
	<a href="#">Accessories &amp; Showcases</a>	Optional	October 14
	<a href="#">Advance Shipping</a> to Warehouse Begins	Optional	October 12
	<a href="#">Advance Shipping</a> to Warehouse Deadline	Optional	November 4
	<a href="#">Advertising Deadline for the IAAPA Expo Program</a>	Optional	October 10
	<a href="#">Advertising Deadline for the IAAPA Expo Show Daily</a>	Optional	November 1
	<a href="#">Air, Gases</a>	Optional	October 27
	<a href="#">Ancillary/Satellite Event Space</a>	Optional	October 22
	<b><a href="#">Audience Participation Safety Form</a></b>	<b>Required</b>	<b>October 1</b>
	<a href="#">Audio-Visual &amp; Computer</a>	Optional	October 29
	<a href="#">Awards Application: Best Exhibit</a>	Optional	November 5
	<a href="#">Awards Application: Best New Product</a>	Optional	August 15
	<a href="#">Balloons / Lighter-than-Air</a>	Optional	October 27
	<b><a href="#">Booth Layout Form</a></b>	<b>Required</b>	<b>September 17</b>
	<b><a href="#">Booth Set-up Completed</a></b>	<b>Required</b>	<b>Monday, Nov. 15, 5 p.m.</b>
	<a href="#">Carpet</a>	Optional	October 14
	<a href="#">Catering</a> in Booth	Optional	November 11
	<a href="#">Cleaning &amp; Porter Service</a>	Optional	October 14
	<a href="#">Cooking, Gas, Open Flame, Heat Device Form</a>	Optional	October 15
	<a href="#">Direct Shipments</a> to Convention Center Begins based on <a href="#">Targeted Move-in</a>	Optional	November 11, 8:00 a.m.
	<a href="#">Dry/Refrigerated/Frozen Storage</a>	Optional	October 26
	<a href="#">Dynamic Exhibitor Operations Review Session</a>	Required if Dynamic	November 15, 10-10:30 a.m. or 3-3:30 p.m.
	<a href="#">Electrical</a>	Optional	October 27
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	<b><a href="#">Exhibitor Staff Badge Registration</a></b>	<b>Required</b>	<b>N/A</b>
	<a href="#">Exhibitor-Appointed Contractor</a> Registration with Certificate of Insurance of EAC	Optional	October 8
	<a href="#">Fire Watch Order</a> (if to be paid by IAAPA)	Optional	October 15
	<a href="#">Floral &amp; Plant</a>	Optional	October 16
	<a href="#">Food Sampling Form</a>	Optional	N/A
	<a href="#">Forklift/Lifts/Rigging Labor</a>	Optional	October 14
	<a href="#">Freeman Services</a>	Optional	October 14
	<a href="#">Furnishings</a>	Optional	October 14
	<a href="#">Graphics, Signs</a>	Optional	October 14
	<a href="#">Hotel Reservations</a>	Optional	ASAP
	<b><a href="#">Insurance Certificate</a></b> (if displaying a Dynamic Device, Serving Food, Cooking or Using Flammable Materials)	<b>Required</b>	<b>October 1</b>
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