

Orlando, FL

Conference: Nov. 15 – 18, 2021
Trade Show: Nov. 16 – 19, 2021

www.IAAPA.org/IAAPAE expo



The Global Attractions Industry's Premier Event

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

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

ALPHABETICAL ORDER

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	10'x10'/20' Booth Package	Optional	October 14
	Accessories & Showcases	Optional	October 14
	Advance Shipping to Warehouse Begins	Optional	October 12
	Advance Shipping to Warehouse Deadline	Optional	November 4
	Advertising Deadline for the IAAPA Expo Program	Optional	October 10
	Advertising Deadline for the IAAPA Expo Show Daily	Optional	November 1
	Air, Gases	Optional	October 27
	Ancillary/Satellite Event Space	Optional	October 22
	Audience Participation Safety Form	Required	October 1
	Audio-Visual & Computer	Optional	October 29
	Awards Application: Best Exhibit	Optional	November 5
	Awards Application: Best New Product	Optional	August 15
	Balloons / Lighter-than-Air	Optional	October 27
	Booth Layout Form	Required	September 17
	Booth Set-up Completed	Required	Monday, Nov. 15, 5 p.m.
	Carpet	Optional	October 14
	Catering in Booth	Optional	November 11
	Cleaning & Porter Service	Optional	October 14
	Cooking, Gas, Open Flame, Heat Device Form	Optional	October 15
	Direct Shipments to Convention Center Begins based on Targeted Move-in	Optional	November 11, 8:00 a.m.
	Dry/Refrigerated/Frozen Storage	Optional	October 26
	Dynamic Exhibitor Operations Review Session	Required if Dynamic	November 15, 10-10:30 a.m. or 3-3:30 p.m.
	Electrical	Optional	October 27
	Exhibit Move-Out Completes	Required	Sunday, Nov. 21, 12 p.m.
	Exhibitor Guest Pre-Registration Deadline	Optional	November 12
	Exhibitor Profile for Show Program	Required	October 4
	Exhibitor Staff Badge Registration	Required	N/A
	Exhibitor-Appointed Contractor Registration with Certificate of Insurance of EAC	Optional	October 8
	Fire Watch Order (if to be paid by IAAPA)	Optional	October 15
	Floral & Plant	Optional	October 16
	Food Sampling Form	Optional	N/A
	Forklift/Lifts/Rigging Labor	Optional	October 14
	Freeman Services	Optional	October 14
	Furnishings	Optional	October 14
	Graphics, Signs	Optional	October 14
	Hotel Reservations	Optional	ASAP
	Insurance Certificate (if displaying a Dynamic Device, Serving Food, Cooking or Using Flammable Materials)	Required	October 1
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	Webinar : Health, Safety, and Your Exhibit at IAAPA Expos	Optional	July 14
	Wristbands for Move-in Request	Optional	October 15