

CELEBRATING 30 YEARS



POWERED BY METSTRADE

Advance Deadline Checklist

Complete and submit the following order forms to the appropriate vendor/company before each deadline date to take advantage of advance rates or to comply with exhibitor requirements:

Lead Retrieval (Early Bird)	July 30, 2021
Exhibitor Certificate of Insurance	August 6, 2021
Exhibitor Appointed Contractor (EAC) Form	August 6, 2021
Exhibitor Appointed Contractor (EAC) Insurance	August 6, 2021
Form Custom Exhibits	August 30, 2021
Signs & Banners	August 30, 2021
Hanging Signs/Rigging Labor	August 30, 2021
First Day Freight Can Arrive at Advance Warehouse	August 30, 2021
Hotel Reservations	August 31, 2021
Audio Visual	September 3, 2021
Electric	September 3, 2021
Internet	September 3, 2021
Furniture & Accessories	September 7, 2021
Exhibit Booth Rentals	September 7, 2021
Cleaning	September 7, 2021
Booth Installation/Dismantle Labor	September 7, 2021
Carpet	September 7, 2021
Ground Rigging/Forklift Labor	September 7, 2021
Last Day Freight Can Arrive at Advance Warehouse	September 20, 2021
First Day Freight Can Arrive at the TCC	September 25, 2021