



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 14, 2022
Exhibitor Certificate of Insurance	August 29, 2022
Exhibitor Appointed Contractor (EAC) Form Exhibitor	August 29, 2022
Appointed Contractor (EAC) Insurance Form Custom Exhibits	August 29, 2022
Signs & Banners	August 29, 2022
Hanging Signs/Rigging Labor	August 29, 2022
First Day Freight Can Arrive at Advance Warehouse	August 29, 2022
Hotel Reservations	September 1, 2022
Audio Visual	September 2, 2022
Electric	September 2, 2022
Internet	September 2, 2022
Furniture & Accessories	September 6, 2022
Exhibit Booth Rentals	September 6, 2022
Cleaning	September 6, 2022
Booth Installation/Dismantle Labor	September 6, 2022
Carpet	September 6, 2022
Ground Rigging/Forklift Labor	September 6, 2022
Last Day Freight Can Arrive at Advance Warehouse	September 22, 2022
First Day Freight Can Arrive at the TCC	September 24, 2022