

DEADLINE INFORMATION & CHECKLIST

The deadline checklist has been created to help reduce confusion regarding due dates. Please use these pages as a reminder to yourself to place your orders, send in your forms, and provide requested information.

We recommend that all services be ordered in advance. **The dates on the deadline checklist are the absolute latest the forms can be received to be considered an advance order and receive the appropriate discounts or to avoid penalties.**

<u>Deadline</u>	<u>Action Item</u>	<u>Complete</u>
August 5	Advance Shipping to the Warehouse Begins	
August 6	Hargrove Rental Booth & Rental Banner Order Deadline	
August 13	Hargrove Rental Art Submission & Advance Order Deadlines for Service Forms Including:	
	Carpet, Table & Drape, Booth Furnishings Order Form	
	Booth Cleaning Services Form	
	Graphics/Signage Order Form	
	Labor Order Form	
	Rigging and Forklift Labor Order Form	
	Hanging Signs & Overhead Structures Order Form	
	Exhibitor Appointed Contractor (EAC) Form	
August 15	Deadline to Reserve Hotel Rooms at the Discounted Rate	
August 20	Hargrove Carpet & Online Ordering Deadline	
August 30	Pre-Registration for Exhibitors Closed. All changes to registrations must be completed on-site, starting September 7	
September 4	Advance Shipments Must Arrive at the Warehouse by 4:00 PM	
September 7	Direct shipping begins at 8:00 AM	
September 7	Booth set-up begins at 8:00 AM	
September 8	Booth set-up compete. Aisles must be cleared, empty crates tagged by 2:00 PM	