

Star of the North Meeting

MINNESOTA DENTAL ASSOCIATION



Exhibit Dates: April 27-29, 2019 | Saint Paul RiverCentre

Exhibitor Checklist - 2019 Star of the North Meeting

DUE DATE	COMPLETED DATE	TO DO OR ORDER	SUBMIT TO
2018			
October 1		Turn in contract and ST19 with minimum deposit or payment for 10 Priority Placement Points	MDA
October 1		Turn in contract and ST19 with full payment for 20 Priority Placement Points	MDA
October 1		Reserve advertising space in the Preliminary Program	MDA
October 1		Sponsorships due to be recognized in the Preliminary Program	MDA
October 1		Early Bird discount of \$100 ends	MDA
November 1		Ad material due to be included in the Preliminary Program	MDA
November 1		Hotel Bureau opens for 2019 hotel reservations	
November 1		Priority Booth Placement deadline	MDA
2019			
January 2		Registration for booth personnel opens	QMS
January 2		Reserve advertising space in the Onsite Program	MDA
February 1		Deadline for being listed in the Onsite Program for donating a prize	MDA
February 1		All invoices for booth spaces, sponsorships, advertising/promotions must be paid in full	MDA
March 1		Certificate of Insurance due	MDA
March 1		Ad material due to be included in the Onsite Program	MDA
April 1		Deadline for Exhibitor Appointed Contractor	MDA
April 1		Advanced Freight start date	GES
April 1		Complimentary Furniture Package	GES
April 1		Discount deadline for booth furnishing and services	GES
April 1		Attendee list orders available for fulfillment	MDA
April 19		Early move-in requests due	MDA
April 19		Advanced freight to warehouse deadline	GES
April 26		Direct freight to show-site start date	GES
April 29		Outbound Shipping	GES