

Star of the North Meeting

MINNESOTA DENTAL ASSOCIATION



Exhibit Dates: April 23-25, 2020 | Saint Paul RiverCentre

Exhibitor Checklist - 2020 Star of the North Meeting

DUE DATE	COMPLETED DATE	TO DO OR ORDER	SUBMIT TO
2019			
October 1		Turn in contract with minimum deposit for 10 Priority Placement Points	MDA
October 1		Turn in contract with full payment for 25 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
October 11		Promotional Package order forms due	MDA
October 31		Ad material due to be included in the Preliminary Program	MDA
November 1		Priority Booth Placement deadline	MDA
November 4		Hotel Bureau opens for 2020 hotel reservations	QMS
2020			
January 2		Registration for booth personnel opens	QMS
January 2		Reserve advertising space in the Onsite Program	MDA
February 1		All invoices for booth spaces, sponsorships, advertising/promotions must be paid in full	MDA
February 28		Certificate of Insurance due	MDA
February 28		Ad material due to be included in the Onsite Program	MDA
March 17		Deadline for Exhibitor Appointed Contractor	MDA
March 17		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 13		Early move-in requests due	MDA
April 15		Advanced freight to warehouse deadline	GES
April 22		Direct freight to show-site start date	GES
April 25		Outbound Shipping	GES