

EXHIBITOR CHECKLIST

Use this handy checklist to ensure you don't miss any deadlines for 2023.

DUE DATE	DONE	DATE COMPLETED	TO DO OR ORDER	SUBMIT TO
2022				
October 1	<input type="checkbox"/>	___/___/___	Turn in contract with full payment for 25 Priority Placement Points	MDA
October 1	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <i>Preliminary Program</i>	MDA
October 1	<input type="checkbox"/>	___/___/___	Sponsorships due to be recognized in the <i>Preliminary Program</i>	MDA
October 1	<input type="checkbox"/>	___/___/___	Early Bird discount deadline	MDA
October 15	<input type="checkbox"/>	___/___/___	Promotional Package deadline	MDA
October 15	<input type="checkbox"/>	___/___/___	Ad material due to be included in the <i>Preliminary Program</i>	MDA
October 31	<input type="checkbox"/>	___/___/___	Sponsorships due for applying priority points for placement	MDA
November 1	<input type="checkbox"/>	___/___/___	Priority Booth Placement deadline	MDA
December 1	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <i>Onsite Program</i>	MDA
2023				
January 4	<input type="checkbox"/>	___/___/___	Housing opens for 2023 hotel reservations	E&G
January 4	<input type="checkbox"/>	___/___/___	Registration for booth personnel opens	E&G
February 1	<input type="checkbox"/>	___/___/___	All invoices for booth spaces, sponsorships, advertising/promotions must be paid in full	MDA
February 28	<input type="checkbox"/>	___/___/___	Ad material due to be included in the <i>Onsite Program</i>	MDA
March 1	<input type="checkbox"/>	___/___/___	Certificate of Insurance and MN ST19 Form due	MDA
March 23	<input type="checkbox"/>	___/___/___	Advanced Freight start date	GES
April 1	<input type="checkbox"/>	___/___/___	Deadline for Exhibitor Appointed Contractor	MDA
April 1	<input type="checkbox"/>	___/___/___	Attendee list orders available for fulfillment	MDA
April 5	<input type="checkbox"/>	___/___/___	Complimentary Furniture Package deadline	GES
April 17	<input type="checkbox"/>	___/___/___	Early move-in requests due	MDA
April 17	<input type="checkbox"/>	___/___/___	Specialty orders (compressed air or water lines, wired internet)	RiverCentre
April 19	<input type="checkbox"/>	___/___/___	Advanced freight to warehouse deadline	GES
April 26	<input type="checkbox"/>	___/___/___	Direct freight to show-site start date	GES
April 28	<input type="checkbox"/>	___/___/___	Outbound Shipping	GES

HOTEL INFORMATION

Housing opens on Wednesday, January 4 at 8:00 am (CST).

To get a list of participating hotels and special discounted rates just for Star of the North Meeting attendees, visit:

star.mndental.org/attend/hotels-parking/

