

# EXHIBITOR CHECKLIST

Use this handy checklist to ensure you don't miss any deadlines for 2022.

DUE DATE	DONE	DATE COMPLETED	TO DO OR ORDER	SUBMIT TO
<b>2021</b>				
October 1	<input type="checkbox"/>	___/___/___	Turn in contract with full payment for <b>25 Priority Placement Points</b>	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 1	<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
November 1	<input type="checkbox"/>	___/___/___	Hotel Bureau opens for 2022 hotel reservations	E&G
December 1	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <i>Onsite Program</i>	MDA
<b>2022</b>				
January 11	<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 24	<input type="checkbox"/>	___/___/___	Advanced Freight start date	GES
April 1	<input type="checkbox"/>	___/___/___	Deadline for Exhibitor Appointed Contractor	MDA
April 6	<input type="checkbox"/>	___/___/___	Complimentary Furniture Package deadline	GES
April 1	<input type="checkbox"/>	___/___/___	Attendee list orders available for fulfillment	MDA
April 18	<input type="checkbox"/>	___/___/___	Early move-in requests due	MDA
April 18	<input type="checkbox"/>	___/___/___	Specialty orders (compressed air or water lines, wired internet)	RiverCentre
April 22	<input type="checkbox"/>	___/___/___	Advanced freight to warehouse deadline	GES
April 27	<input type="checkbox"/>	___/___/___	Direct freight to show-site start date	GES
April 30	<input type="checkbox"/>	___/___/___	Outbound Shipping	GES

## HOTEL INFORMATION

**Housing opens on Monday, November 1 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/](http://star.mndental.org/attend/hotels-parking/)

