

EXHIBITOR CHECKLIST

Use this handy checklist to ensure you don't miss any deadlines for 2021.

DUE DATE	DONE	DATE COMPLETED	TO DO OR ORDER	SUBMIT TO
2021				
February 1	<input type="checkbox"/>	___/___/___	Turn in contract with full payment for 25 Priority Placement Points	MDA
February 1	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <i>Preliminary Program</i>	MDA
February 1	<input type="checkbox"/>	___/___/___	Early Bird discount ends	MDA
February 1	<input type="checkbox"/>	___/___/___	Promotional Package order forms due	MDA
February 15	<input type="checkbox"/>	___/___/___	Sponsorships due to be recognized in the <i>Preliminary Program</i>	MDA
February 15	<input type="checkbox"/>	___/___/___	Ad material due to be included in the <i>Preliminary Program</i>	MDA
March 1	<input type="checkbox"/>	___/___/___	Sponsorships due for applying priority points for placement	MDA
March 1	<input type="checkbox"/>	___/___/___	Priority Booth Placement deadline	MDA
April 5	<input type="checkbox"/>	___/___/___	Hotel Bureau opens for 2021 hotel reservations	E&G
April 19	<input type="checkbox"/>	___/___/___	Registration for booth personnel opens	E&G
June 1	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <i>Onsite Program</i>	MDA
June 1	<input type="checkbox"/>	___/___/___	All invoices for booth spaces, sponsorships, advertising/promotions must be paid in full	MDA
June 15	<input type="checkbox"/>	___/___/___	Ad material due to be included in the <i>Onsite Program</i>	MDA
June 30	<input type="checkbox"/>	___/___/___	Certificate of Insurance due	MDA
July 8	<input type="checkbox"/>	___/___/___	First day of advance (warehouse) freight	GES
July 21	<input type="checkbox"/>	___/___/___	Deadline for Exhibitor Appointed Contractor	MDA
July 21	<input type="checkbox"/>	___/___/___	Last day to order Complimentary Furniture Package	GES
July 21	<input type="checkbox"/>	___/___/___	Discount deadline for booth furnishing and services	GES
July 23	<input type="checkbox"/>	___/___/___	Attendee list orders available for fulfillment	MDA
August 1	<input type="checkbox"/>	___/___/___	Early move-in requests due	MDA
August 1	<input type="checkbox"/>	___/___/___	Specialty orders (compressed air or water lines, wired internet)	RiverCentre
August 6	<input type="checkbox"/>	___/___/___	Last day of advance (warehouse) freight	GES
August 11	<input type="checkbox"/>	___/___/___	Direct freight to show-site start date	GES
August 13	<input type="checkbox"/>	___/___/___	Outbound Shipping	GES

CONTACTS

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