

EXHIBITOR CHECKLIST

Use this handy checklist to ensure you don't miss any deadlines for 2025.

DUE DATE	DONE	DATE COMPLETED	TO DO OR ORDER	SUBMIT TO
2024				
October 1	<input type="checkbox"/>	___/___/___	Early Bird Discount and Full payment Priority Placement Points (25)	MDA
October 27	<input type="checkbox"/>	___/___/___	Reserve advertising space in the Preliminary Program	MDA
October 27	<input type="checkbox"/>	___/___/___	Sponsorships due to be recognized in the Preliminary Program	MDA
October 27	<input type="checkbox"/>	___/___/___	Promotional Package deadline	MDA
November 1	<input type="checkbox"/>	___/___/___	Ad material due to be included in the Preliminary Program	MDA
November 1	<input type="checkbox"/>	___/___/___	Priority Booth Placement deadline and Sponsorships due to receive priority points	MDA
2025				
January 2	<input type="checkbox"/>	___/___/___	Hotel and Attendee Registration Opens	E&G
January 31	<input type="checkbox"/>	___/___/___	Reserve advertising space in the Program Guide	MDA
February 1	<input type="checkbox"/>	___/___/___	All invoices must be paid in full	MDA
February 28	<input type="checkbox"/>	___/___/___	Ad material due to be included in the Program Guide	MDA
March 1	<input type="checkbox"/>	___/___/___	Certificate of Insurance and MN ST19 Form due	MDA
March 18	<input type="checkbox"/>	___/___/___	Advanced Freight start date	GES
March 24	<input type="checkbox"/>	___/___/___	Deadline for Exhibitor Appointed Contractor	MDA
April 7	<input type="checkbox"/>	___/___/___	Complimentary Furniture Package deadline	GES
April 11	<input type="checkbox"/>	___/___/___	Early move-in requests due	MDA
April 13	<input type="checkbox"/>	___/___/___	Specialty orders (compressed air or water lines, wired internet)	RiverCentre
April 16	<input type="checkbox"/>	___/___/___	Advanced freight to warehouse deadline	GES
April 23	<input type="checkbox"/>	___/___/___	Direct freight to show-site start date	GES
April 25	<input type="checkbox"/>	___/___/___	Outbound Shipping	GES

HOTEL INFORMATION

Housing opens on Wednesday, January 2 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

