

# EXHIBITOR CHECKLIST

Use this handy checklist to ensure you don't miss any deadlines for 2024.

DUE DATE	DONE	DATE COMPLETED	TO DO OR ORDER	SUBMIT TO
<b>2023</b>				
October 2	<input type="checkbox"/>	___/___/___	<b>Early Bird Discount</b> and Full payment <b>Priority Placement Points (25)</b>	MDA
October 13	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <b>Preliminary Program</b>	MDA
October 13	<input type="checkbox"/>	___/___/___	Sponsorships due to be recognized in the <b>Preliminary Program</b>	MDA
October 13	<input type="checkbox"/>	___/___/___	Promotional Package deadline	MDA
October 16	<input type="checkbox"/>	___/___/___	Ad material due to be included in the <b>Preliminary Program</b>	MDA
November 1	<input type="checkbox"/>	___/___/___	Priority Booth Placement deadline and <b>Sponsorships due to receive priority points</b>	MDA
<b>2024</b>				
January 3	<input type="checkbox"/>	___/___/___	Hotel and Attendee Registration Opens	E&G
January 31	<input type="checkbox"/>	___/___/___	Reserve advertising space in the <b>Onsite Guide</b>	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 <b>Onsite Guide</b>	MDA
March 1	<input type="checkbox"/>	___/___/___	Certificate of Insurance and MN ST19 Form due	MDA
March 19	<input type="checkbox"/>	___/___/___	Advanced Freight start date	GES
March 24	<input type="checkbox"/>	___/___/___	Deadline for Exhibitor Appointed Contractor	MDA
April 3	<input type="checkbox"/>	___/___/___	Complimentary Furniture Package deadline	GES
April 11	<input type="checkbox"/>	___/___/___	Early move-in requests due	MDA
April 17	<input type="checkbox"/>	___/___/___	Advanced freight to warehouse deadline	GES
April 21	<input type="checkbox"/>	___/___/___	Specialty orders (compressed air or water lines, wired internet)	RiverCentre
April 24	<input type="checkbox"/>	___/___/___	Direct freight to show-site start date	GES
April 26	<input type="checkbox"/>	___/___/___	Outbound Shipping	GES

## HOTEL INFORMATION

**Housing opens on Wednesday, January 3 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](http://star.mndental.org/attend)

