



## IMPORTANT DATES TO REMEMBER

Please use the checklist to mark off the services as they are completed. We recommend that you order all services in advance of the indicated deadline to avoid an increase in pricing. The following deadlines are the absolute latest a form can be considered as an advance order and receive the appropriated discounts available.

DUE DATE	LIST	CONTRACTOR
Now	Confirm your booth configuration with FIME Booth Structure guidelines	
Now	Book Travel and Accommodations	
Now	Order Advertising and Sponsorship	Show Management
Now	For International Exhibitors Request Invitation Letters to be used for Visa Purposes	Show Management
<b>June 1</b>	<b>Final Booth Payment Due</b> (refer to Exhibit Space Agreement)	Show Management
<b>June 13</b>	Return Custom VIP Passes (pdf) Order Form ( <b>optional</b> )	Show Management
<b>July 1</b>	Deadline for ShowGuide Artwork Submissions	Show Management
<b>July 1</b>	Complete Exhibitor Badge, ShowGuide Listing and Booth ID Sign forms	Show Management
<b>July 1</b>	<b>Discount</b> Deadline for Lead Retrieval Orders.	CompuSystems
<b>July 5</b>	First day advance shipments to EXPO Convention Contractors, Inc. Warehouse may <u>arrive</u> . Arrival time is Monday—Friday from 8:30 am—3:00 pm.	Expo Convention Contractors, Inc.
<b>July 26</b>	<b>Discount</b> Deadline for EXPO Convention Contractors, Inc. <ul style="list-style-type: none"> <li>• Special Sign Order, Exhibit Rentals</li> <li>• Carpet, Cleaning, Tables, Display Walls, Special Drapery, Furniture, Labor, Materials Handling Worksheets, Machinery Handling, Rigging Request</li> </ul>	Expo Convention Contractors, Inc.
<b>July 28</b>	<b>Discount</b> Deadline for Electrical Services	Edlen Electric
<b>August 2</b>	Last day for shipments to <u>arrive</u> at EXPO Convention Contractors, Inc. Warehouse.	Expo Convention Contractors, Inc.
<b>August 9</b>	Shipments to Exhibitor sent directly to the show can arrive no earlier than 11:00 am.	Expo Convention Contractors, Inc.