



Deadline Checklist

The [Exhibitor Resources Section](#) of the event website has all the forms, links and information in one location that you will need to help you prepare for the event. We encourage you to check the [Exhibitor Resources Section](#) often, as new forms and information are added frequently.

Save Money!

Many of the [official contractors](#) offer discount pricing if you order online and/or by the deadline. Please review their forms for details on pricing.

ACTIVITY	DEADLINE	LINK
<input type="checkbox"/> Exhibitor Badge Registration	ASAP	Link
<input type="checkbox"/> Marketing & Sponsorship Opportunities	ASAP	Link
<input type="checkbox"/> Hotel Reservations- Mandalay Bay Housing Team 8 *Early Bird Rates & Subject to Availability	March 15*	Link
<input type="checkbox"/> Expo Guide		
Advertising Reservation Deadline	April 6	Link
Advertising Materials Deadline	April 13	
Listing Submission <i>No Additional Cost</i>	April 13	Link
<input type="checkbox"/> Displaying a Vehicle*	April 27	Link
*In order for us to submit to Clarke County and receive the permit to display we need forms by deadline.		
<input type="checkbox"/> Shipping Advance to Warehouse*	First day shipments received Last day shipments received	May 11 June 5
*For shipments that arrive prior to or after dates above, contact Freeman for any additional fees you may incur.		
<input type="checkbox"/> EAC- Exhibitor Appointed Contractor*	May 11	Link
*Submit form and certificate of insurance if you are using a contractor that is not on the list of Official contractors list .		
<input type="checkbox"/> Booth Security by SOA	May 11	Link
<input type="checkbox"/> Audio, Visual and Computers by CMI Communications	May 18	Link
<input type="checkbox"/> Freeman	May 21	Link
Carpet, furnishings, I&D, material handling, POVs, rental exhibits, shipping, Signs, etc. Rigging- under 200 lbs. and without electrical. Note: You are required to cover your exhibit space with carpet or flooring. You may rent from Freeman or bring your own.		
<input type="checkbox"/> Mandalay Bay Services	May 21	Link
Air, cleaning, electrical, F&B, internet, telecommunications Rigging over 200 lbs. or any with electrical.		
<input type="checkbox"/> Floral by National Plant Floral	No early deadline	Link