

ARE YOU ON SCHEDULE?

Exhibitor Checklist by Date



General Information and Advertising	Important Discount Deadlines	
Expo Guide Advertising	January 3, 2014	<input type="checkbox"/>
Show Daily Advertising	TBD	<input type="checkbox"/>
Banner Advertising	January 13, 2014	<input type="checkbox"/>
Sponsorships	December 16, 2014	<input type="checkbox"/>
Graphics Update Pre-Show Issue Editorial & Advertising	December 1, 2013	<input type="checkbox"/>
Advanced Exhibitor Registration	January 13, 2014	<input type="checkbox"/>
Attendee e-Newsletter – Editorial	January 8, 2014	<input type="checkbox"/>
Attendee e-Newsletter – Advertising	January 15, 2014	<input type="checkbox"/>
Exhibitor Badge Order Form	January 13, 2014	<input type="checkbox"/>
Press Room Services	January 13, 2014	<input type="checkbox"/>
Mailing List Request	December 16, 2013	<input type="checkbox"/>
Expo Convention Contractors		
Standard Furniture Order Form	February 11, 2014	<input type="checkbox"/>
Special Furniture Package	February 11, 2014	<input type="checkbox"/>
Standard Carpet Order Form	February 11, 2014	<input type="checkbox"/>
Carpet Options	February 11, 2014	<input type="checkbox"/>
Booth Cleaning	February 11, 2014	<input type="checkbox"/>
Custom Rental Booths	February 11, 2014	<input type="checkbox"/>
Signage Order Form	February 11, 2014	<input type="checkbox"/>
Labor Order Form	February 11, 2014	<input type="checkbox"/>
Rigging Service Order	February 11, 2014	<input type="checkbox"/>
Sign Hanging	February 11, 2014	<input type="checkbox"/>
Special Services Package w/machinery	February 11, 2014	<input type="checkbox"/>
Special Services Package w/o machinery	February 11, 2014	<input type="checkbox"/>
Lift Service Order	February 11, 2014	<input type="checkbox"/>
Shipping / Material Handling		
Shipping to Warehouse	February 18, 2014	<input type="checkbox"/>
Shipping to Convention Center	February 24, 2014	<input type="checkbox"/>
Air Freight to Warehouse	February 18, 2014	<input type="checkbox"/>
Air Freight for direct delivery	February 24, 2014	<input type="checkbox"/>
Miami Beach Convention Center		
Catering – Centerplate	TBD	<input type="checkbox"/>
Telephone & Internet Order Form – Smart City Networks	February 7, 2014	<input type="checkbox"/>
Electrical & Plumbing Services – Edlen Electrical Exhibition Services	February 10, 2014	<input type="checkbox"/>
Travel and Housing		
Official Hotel Reservation & Travel – OnPeak	January 24, 2014	<input type="checkbox"/>
Official Service Contractors		
Security – LDB Consulting	January 23, 2014	<input type="checkbox"/>
Lead Retrieval Rentals – CDS	January 24, 2014	<input type="checkbox"/>
Hazardous Waste Removal – RDW	February 3, 2014	<input type="checkbox"/>
Audio Visual & Computer Rentals – CCR Events	February 10, 2014	<input type="checkbox"/>
Plants/Floral (pre-ordered) – Convention Plant Design	TBD	<input type="checkbox"/>
Photography – Allure Couture Photography	TBD	<input type="checkbox"/>
Temporary Staff, On-Site Translators & Models – Events & Office Consultants	February 10, 2014	<input type="checkbox"/>