

Critical Dates & Deadlines

December 4-6, 2018 • Ft. Lauderdale Convention Center • Ft. Lauderdale, Florida

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

<input checked="" type="checkbox"/>	DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER
SHOW MANAGEMENT INFORMATION			
	November 12	EAC Notification	Show Management
	November 12	Required Insurance Certificate	Show Management
	November 12	Hanging Sign Approval	Show Management
	ASAP	Exhibitor Staff Badge Registration	Show Management
	ASAP	Open Flame Demonstration Requests (See Rules/Regulations)	Show Management
	ASAP	Hotel Reservation	EventSphere
SHIPPING INFORMATION			
	November 1	Advance Shipments to the Warehouse Begins	Expo Convention Contractors
	November 26	Last Day Advance Shipment to Warehouse	Expo Convention Contractors
	December 2-3	Direct Shipments to the Ft. Lauderdale Convention Center	Expo Convention Contractors
EXPO INFORMATION & ORDER FORMS			
	November 19	Method of Payment	Expo Convention Contractors
	November 19	Credit Card Authorization	Expo Convention Contractors
	November 19	Carpet	Expo Convention Contractors
	November 19	Tables & Accessories	Expo Convention Contractors
	November 19	Material Handling Rates Order Form	Expo Convention Contractors
	November 19	Freight Services	Expo Convention Contractors
	November 19	Labor	Expo Convention Contractors
	November 19	Booth Cleaning	Expo Convention Contractors
	November 19	Graphics & Signs Order Form	Expo Convention Contractors
OFFICIAL SERVICE PROVIDER ORDER FORMS			
	November 10	Electrical Form	Edlen
	Discount Deadline: November 13	Internet & Telephone Order Forms	CCLD
	November 20	Security	Staff Pro Security
	November 20	Catered Food & Beverage	Savor
	Prior to Show	A/V Order Form	Prestige AV
	Prior to Show	Insurance	Total Event Insurance
	October 9 & 24	Lead Retrieval Order Forms	Experient

**All Official Service Provider Order Forms are available within the
ICFF South Florida Exhibitor Services Manual under the Forms and Brochures tab**