

May 15-17, 2019 • Mandalay Bay Convention Center, Las Vegas, NV

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.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
March 20	<a href="#">Show Directory Information Listing Deadline</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">Booth Waiver Request Form</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">Exhibit Floor Meeting Request Form</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">Insurance Submission Form</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">EAC Notification</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">Exhibitor Appointed Photographer Approval Form</a>	Show Management	<input type="checkbox"/>
April 22	<a href="#">Hanging Sign Approval Form</a>	Show Management	<input type="checkbox"/>
ASAP	<a href="#">Exhibitor Staff Badge Registration</a>	Show Management	<input type="checkbox"/>
May 3	Hotel Meeting Room/Hospitality Suite Form	OnPeak	<input type="checkbox"/>
<b>SHIPPING INFORMATION</b>			
April 12	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
April 22	Material Handling Order Form	Freeman	<input type="checkbox"/>
April 22	Freeman Caddie Service	Freeman	<input type="checkbox"/>
April 22	Exhibit Transportation Order Form	Freeman	<input type="checkbox"/>
April 22	Outbound Shipping Order Form	Freeman	<input type="checkbox"/>
May 7	Last Day Advance Shipments to the Freeman Warehouse May Arrive without late warehouse shipment surcharges applied.	Freeman	<input type="checkbox"/>
May 12	Dates when Direct Shipments to the Mandalay Bay CC May Arrive (Check Targeted Move-In Schedule for Your Exact Date)	Freeman	<input type="checkbox"/>
<b>FREEMAN INFORMATION &amp; ORDER FORMS</b>			
April 22	Method of Payment and Third-Party Authorization	Freeman	<input type="checkbox"/>
April 22	Freeman Show Package	Freeman	<input type="checkbox"/>
April 22	Furnishings Essentials and Select Order Forms	Freeman	<input type="checkbox"/>
April 22	Carpet Order Form	Freeman	<input type="checkbox"/>
April 22	Freeman Rental Exhibits Order Form	Freeman	<input type="checkbox"/>
April 22	Freeman Exhibit Accessories Order Form	Freeman	<input type="checkbox"/>
April 22	Freeman Fabric Solutions and TotalFlex Order Forms	Freeman	<input type="checkbox"/>
April 22	Freeman Graphics & Signs Order Form	Freeman	<input type="checkbox"/>
April 22	Freeman Installation & Dismantle Order Forms	Freeman	<input type="checkbox"/>
April 22	Freeman Hanging Sign Labor	Freeman	<input type="checkbox"/>
April 22	Freeman Forklift Rigging Equipment & Labor	Freeman	<input type="checkbox"/>
April 22	Shipping Labels	Freeman	<input type="checkbox"/>
April 22	Freight Services	Freeman	<input type="checkbox"/>
April 22	Material Handling Form	Freeman	<input type="checkbox"/>
April 22	Chain / Truss/ Sign Equipment Form	Freeman	<input type="checkbox"/>
April 22	Outbound Shipping	Freeman	<input type="checkbox"/>
April 22	Accessible Storage	Freeman	<input type="checkbox"/>



# Critical Dates & Deadlines

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DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
March 20/April 4	Lead Retrieval Order Form (tiered discount deadlines)	Experient	<input type="checkbox"/>
April 24	Exhibitor Utilities, Telecommunications, Cleaning, Catering & Internet Guide at the Mandalay Bay Convention Center	Mandalay Bay	<input type="checkbox"/>
April 12	Security Order Form	SOA Security	<input type="checkbox"/>
May 1	Floral Order Form	TLC Plant Service	<input type="checkbox"/>
Prior to Show	Audio Visual/Computer Rental Order Forms	SmartSource	<input type="checkbox"/>
Prior to Show	Model & Host Services Order Form	Image Modeling Service	<input type="checkbox"/>