



**EXHIBITOR CHECKLIST**

All deadlines are courtesy reminders and dependent on your service needs.

- Submit Island Booth Layout (Applies to Island Booths Only) October 28
- Submit Giveaway Listing for Program Guide November 4
- Experient Lead Retrieval (First Discount Deadline November 17
- Register Booth Staff Ongoing
- Reserve Hotel Room (Discount Deadline) December 5
- Fax or Mail EAC Forms December 6  
\*Complete only if you are using an Exhibitor Appointed Contractor
- Ship Booth and Collateral to Freeman Dec 6 - Jan 3  
(Advanced Warehouse Storage & Delivery)
- Submit Non-Expo Hour Admittance Request (if needed) December 9
- Submit Orders for Photography December 12
- Booth Materials, Furnishings, Rental Exhibits (Discount Deadline) December 14  
(Carpet, Furniture, Labor, Rigging, etc.)
- Submit Freeman Payment & Credit Card Authorization Form December 14
- Submit A/V and Computer Orders (Discount Deadline) December 14
- Meeting Room and Offsite Event Request (if needed) December 15
- Exhibit-transportation Form December 16  
\*Complete only if you are using Freeman exhibit-transportation
- Submit Facility Service Orders December 27  
(Electrical, Telecom, Cleaning etc.)
- Floral Order December 29
- Submit Centerplate (Catering) Order December 30
- Special Security Officer Form Coming Soon
- Ship Booth and Collateral Directly to Show Site January 9 -14  
(Refer to Targeted Floor Plan for Move-in Dates)
- Submit Post-Show List Usage Agreement February 17  
\*Agreements will be accepted prior to this date. List will be available approximately 2 weeks post-show.