

Adhering to the following deadlines will save you time and money!

Date:	Description:	Complete:
ACT NOW	Exhibitor Registration/ Hotel Reservations	<input type="checkbox"/>
Jan. 12	New Product Showcase Application	<input type="checkbox"/>
	Sponsorships & Advertising for Inclusion in Show Directory	<input type="checkbox"/>
Jan. 15	Last day to secure reduced rate of \$179 at Mandalay Bay	<input type="checkbox"/>
Feb. 6	Lead Retrieval Order Form Early Discount	<input type="checkbox"/>
Feb. 12	New Product Showcase Final Entry Deadline	<input type="checkbox"/>
Feb. 19	Request for Variance	<input type="checkbox"/>
	Booth Diagram Approval	<input type="checkbox"/>
Feb. 23	Exhibitor Appointed Contractor Notification	<input type="checkbox"/>
	Carpet – Prestige Order Form	<input type="checkbox"/>
	Security Order Form	<input type="checkbox"/>
Feb. 27	Custom Exhibits Rental	<input type="checkbox"/>
	Special Signage	<input type="checkbox"/>
	Audio Visual Order Form	<input type="checkbox"/>
March 6	Third Party Payment Authorization Form	<input type="checkbox"/>
	Rigging & Forklift Order Form	<input type="checkbox"/>
	Hanging Sign from Ceiling (electric)	<input type="checkbox"/>
	Hanging non-electric Ceiling Signs	<input type="checkbox"/>
	Booth Labor Order Form	<input type="checkbox"/>
	Carpet – Standard Order Form	<input type="checkbox"/>
	Furniture & Accessories	<input type="checkbox"/>
	Custom Furniture	<input type="checkbox"/>
	Tables, Counters and Drapery	<input type="checkbox"/>
	Rigging/Stagehand Labor Order Form	<input type="checkbox"/>
	Truss/Motors/Lighting Equip. Order Form	<input type="checkbox"/>
	Lighting Order Form	<input type="checkbox"/>
	Air & Water Order Form	<input type="checkbox"/>
	Electrical Order Form	<input type="checkbox"/>
	Credit Card Authorization – MBCC	<input type="checkbox"/>
	Third Party Agent Form	<input type="checkbox"/>
	Internet & Data Services Order Form	<input type="checkbox"/>
	Telecommunications Order Form	<input type="checkbox"/>
	Booth Cleaning Order Form	<input type="checkbox"/>
	Food & Beverage/Water Cooler Order Form	<input type="checkbox"/>
	Seafreight – LCL Cargo	<input type="checkbox"/>

March 9	Strategic Partner Day Form	<input type="checkbox"/>
	Floral Order Form	<input type="checkbox"/>
March 13	Advance Shipping to Warehouse	<input type="checkbox"/>
	Freight Handling	<input type="checkbox"/>
	Seafreight – Full Containers	<input type="checkbox"/>
March 16	Models/Hostesses	<input type="checkbox"/>
	Computer Rental Order Form	<input type="checkbox"/>
March 20	Direct Shipping to Mandalay Bay	<input type="checkbox"/>