

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

Date:	Description:	Complete:
ACT NOW	Exhibitor Registration	<input type="checkbox"/>
Dec. 4	New Product Showcase Application <i>For inclusion in the show issue of EXHIBITOR magazine, the Official Show Directory, and online at Exhibitor2010.com</i>	<input type="checkbox"/>
Dec. 21	Official Show Directory Listing Instructions	<input type="checkbox"/>
	Product /Service Categories Listing Form for inclusion in Show Directory	<input type="checkbox"/>
Jan. 4	New Product Showcase Application <i>For inclusion in the Official Show Directory, and online at Exhibitor2010.com</i>	<input type="checkbox"/>
	Art deadline for advertising in Official Show Directory	<input type="checkbox"/>
Jan. 25	Sponsorships & Advertising for Inclusion in Show Directory	<input type="checkbox"/>
Feb. 1	Lead Retrieval Order Form Early Bird Discount Rate	<input type="checkbox"/>
Feb. 3	Hotel Reservations – Discounted Room Rates Expire	<input type="checkbox"/>
Feb. 4	New Product Showcase final entry date. <i>Submissions received by this date will be posted online at Exhibitor2010.com</i>	<input type="checkbox"/>
Feb. 11	Request for Variance	<input type="checkbox"/>
	Booth Diagram Approval	<input type="checkbox"/>
Feb. 12	Security / Secured Storage Order Form	<input type="checkbox"/>
Feb. 15	Credit Card Authorization - Champion	<input type="checkbox"/>
	Carpet	<input type="checkbox"/>
	Standard I.D. Sign	<input type="checkbox"/>
	Exhibitor Appointed Non-Official Contractor Notification - Champion	<input type="checkbox"/>
	Exhibitor Appointed Contractor Notification – Hall-Erickson	<input type="checkbox"/>
	NOTE: EAC must submit both notifications and separate certificates of insurance	
Feb. 18	Sea Freight Arrival Deadline (for LCL cargo delivered to the Champion advance warehouse)	<input type="checkbox"/>
Feb. 19	Custom Exhibits Rental	<input type="checkbox"/>
	Rental Exhibits	<input type="checkbox"/>
	Rental Exhibits & Accessories	<input type="checkbox"/>
Feb. 22	Electrical Order Form	<input type="checkbox"/>
	Electrical Labor Form	<input type="checkbox"/>
	Booth Cleaning Order Form	<input type="checkbox"/>
	Food & Beverage/Water Cooler 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"/>
	Business Center Equipment Rental	<input type="checkbox"/>
	Theatrical Lighting, Truss, Motors, Rigging, Stagehand Labor	<input type="checkbox"/>
	Air & Water Order Form	<input type="checkbox"/>
Feb. 24	Strategic Partner Day Participation Form	<input type="checkbox"/>

Feb. 26	Audio Visual Order Form - AV Network	<input type="checkbox"/>
	Third Party Payment Authorization - Champion	<input type="checkbox"/>
	Rigging & Hanging Signs (non-electrical under 200lbs)	<input type="checkbox"/>
	Installation & Dismantle	<input type="checkbox"/>
	Forklift & Crew	<input type="checkbox"/>
	Spotting Fee	<input type="checkbox"/>
	Furniture & Accessories	<input type="checkbox"/>
	Custom Furniture	<input type="checkbox"/>
	Tables	<input type="checkbox"/>
	Skirting & Drape	<input type="checkbox"/>
	Floral Order Form	<input type="checkbox"/>
March 1	Sea Freight Arrival Deadline (for LCL cargo delivered direct to the exhibition site)	<input type="checkbox"/>
	Air Freight Arrival Deadline (for cargo to be delivered to the Champion advance warehouse)	<input type="checkbox"/>
March 5	Advance Shipping to Warehouse (last date for materials to arrive)	<input type="checkbox"/>
	Sea Freight Arrival Deadline (for full containers delivered direct to the exhibition site)	<input type="checkbox"/>
	Material Handling	<input type="checkbox"/>
March 8	Lead Retrieval Order Form Early Bird Discount Rate	<input type="checkbox"/>
March 9	Models/Hostesses	<input type="checkbox"/>
	Computer Rental Order Form	<input type="checkbox"/>
March 12	Photography Order Form	<input type="checkbox"/>
	First date for direct freight accepted by Champion at Mandalay Bay	<input type="checkbox"/>