

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show.

Complete	Deadline	Order Form	Refer To:
<input type="checkbox"/>	ASAP	Hotel Reservations	Website
<input type="checkbox"/>	ASAP	Exhibitor Badge Registration	Exhibitor Portal
<input type="checkbox"/>	ASAP	Social Media Images	Alli.jackson@collectiveshows.com
<input type="checkbox"/>	ASAP	Update Exhibitor Online Profile	Exhibitor Portal
<input type="checkbox"/>	October 25	November Buyer EBlast (if purchased)	Alli.jackson@collectiveshows.com
<input type="checkbox"/>	November 22	December Buyer EBlast (if purchased)	Alli.jackson@collectiveshows.com
<input type="checkbox"/>	December 20	January Buyer EBlast (if purchased)	Alli.jackson@collectiveshows.com
<input type="checkbox"/>	January 3	Show Directory & Premium Ads (if purchased)	Alli.jackson@collectiveshows.com
<input type="checkbox"/>	January 6	Additional Event Graphics	Freeman
<input type="checkbox"/>	January 6	Booth Cleaning Services	Freeman
<input type="checkbox"/>	January 6	Additional Furniture & Accessories Order Form	Freeman
<input type="checkbox"/>	January 6	Labor	Freeman
<input type="checkbox"/>	January 6	Electrical Services Form	Freeman
<input type="checkbox"/>	January 6	Required Proof of Insurance Submission	Online Submission
<input type="checkbox"/>	January 8	Food & Beverage Booth Catering	Aramark
<input type="checkbox"/>	January 8	Audio Visual & Computer Rental	PSAV slogan@psav.com
<input type="checkbox"/>	December 27	Backwall Graphics	alison.holka@Freeman.com
<input type="checkbox"/>	Prior to Show	Insurance for Purchase	Online Form
<input type="checkbox"/>	Prior to Show	Mannequin Rental	In the Event