

DEADLINES CHECKLIST			
DATE	ITEM	VENDOR	COMPLETE <i>(for company use only)</i>
March 5	Deadline to submit free 30-word company listing to be included in the onsite show guide	Show Management	
Mach 19	Deadline to upgrade sponsor logo in show guide	Show Management	
March 19	Deadline to submit advertisements for show guide	Show Management	
March 20	Deadline to book hotel room at a discounted rate within the ELECTRIC POWER block at the Mirage. To book, please visit our online portal .	The Mirage	
March 25	Freeman Services will begin accepting material to their warehouse location.	Freeman	
March 25	Exhibitor Appointed Contractor Form Due Today.	Show Management	
April 1	Freeman Services Discount Deadline Take advantage of discounted pricing by ordering electric, furniture, carpet, etc. online at www.freeman.com	Freeman	
April 3	The Mirage discounted pricing expires today. <i>Take advantage of discounted rates for electrical, booth cleaning, food and beverage, internet, telecommunications, AV and rigging.</i> <i>Order Online at www.mirageexhibitorservices.com.</i>	The Mirage	
April 5	Certificate of Liability Insurance Form Due Today.	Show Management	
April 10	Deadline to submit Lead Retrieval Form.	Show Management	
April 17	Advanced Shipping Deadline to Freeman Warehouse <i>Material arriving after April 17 will be charged an additional fee</i>	Freeman	
April 22	Freeman will begin accepting shipments at 1:00 PM at The Mirage Event Center on April 22 nd . Any materials arriving prior to 1:00 PM may be refused by the facility. <i>Shipments arrived BEFORE 1:00 PM may be refused and are the responsible of the exhibitor.</i>	The Mirage	
April 22	Deadline for exhibitors to register booth personnel in order to receive unlimited booth personnel for the event	Show Management	
April 22	EXHIBITORS ATTENDING CONFERENCE SESSIONS: Last Day for Pre-Registration Discount	Show Management	