

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you up to 40% off onsite prices. Additional services not listed below can be found within this Exhibitor Manual. Please keep copies of all forms and bring these with you on-site at the show.

Complete	Due Date	Order Form	Location:	Return To
<input type="checkbox"/>	ASAP	Hotel Reservations Rooming List Deadline	Website	Electronic Submit
<input type="checkbox"/>	ASAP	Booth Payment Deadline	Contract	Accounting Team: Valerie.dejesus@emeraldexpo.com
<input type="checkbox"/>	ASAP	Review sponsorship opportunities	Website	Exhibitor Portal
<input type="checkbox"/>	April 5	Booth Profile for printed Event Guide (Required)	Booth Confirmation	Electronic Submit
<input type="checkbox"/>	April 30/ May 15	Experient: Lead Retrieval Order tiered discount deadline	Website	Electronic Submit
<input type="checkbox"/>	May 13	Submit company logo (if purchased) for Event Guide	Booth Contract	J14648@ascendintegratedmedia.com
<input type="checkbox"/>	May 31	Submit Certificate of Insurance (Required)	Website	Electronic Submit
<input type="checkbox"/>	May 31	EAC Installation & Dismantling Form (Required)	Website	Electronic Submit
<input type="checkbox"/>	May 31	Exhibitor Insurance for Purchase	Website	Click Here to Purchase
<input type="checkbox"/>	May 31	Hanging Sign Form (Required for all island booths)	Website	Electronic Submit
<input type="checkbox"/>	May 31	Island Booth Form (Required for all island booths)	Website	Electronic Submit
<input type="checkbox"/>	May 31	Freeman: Booth Package Form (Required)	Website	Freeman Email: FreemanChicagoES@freemanco.com
<input type="checkbox"/>	May 31	Freeman: Carpet (Carpet is not included with booth purchase and is REQUIRED)	Website	Freeman
<input type="checkbox"/>	May 31	Freeman: Electrical and Audio & Video.	Website	Freeman
<input type="checkbox"/>	May 31	Freeman: Graphics & Signage, Booth Cleaning, Exhibit Installation & Dismantling, Booth Rental, and Furniture.	Website	Freeman
<input type="checkbox"/>	June 4	Savor...Chicago: Food & Beverage Booth Catering	-	bcahill@mccormickplace.com
<input type="checkbox"/>	June 6	McCormick Place: Internet	Website	Electronic Submit
<input type="checkbox"/>	June 14	Advance Warehouse Shipping Deadline	Website	Freeman
<input type="checkbox"/>	Prior to Show	Exhibitor Badge Registration (Required)	Website	Website
<input type="checkbox"/>	Prior to Show	Develop optional promotional piece for "Invite a Customer" which offers registration discounts to clients or prospects. See Additional Marketing Opportunities section on the Exhibitor Portal .	Website	exhibitorsupport@irce.com