

## Event Services Deadlines Checklist

While this list highlights most major deadlines, please read through the entire manual to be aware of ALL deadlines.

### JULY 11

- Early Rate Lead Retrieval Services — Tab 8

### AUGUST 9

- Hanging Sign Notification and Diagrams due to APtech (only for exhibitors who may hang signs) — Tab 1

### AUGUST 15

- Advance Rate Lead Retrieval Services — Tab 8

### AUGUST 16

- Ad Closing Date Official Onsite Event Guide — Tab 7

### AUGUST 27

- Exhibitor Badge Order Form — Tab 8

### AUGUST 30

- Exhibitor Hotel Suite Request Form — Tab 9
- Hotel Reservations — Tab 9
- Request for Set-Up by Exhibitor Appointed Contractor (EAC) — Tab 3

### SEPTEMBER 3

- Enviro-Guard (Hazardous & Non-Hazardous Waste Removal) Pre-Show Rate — Tab 2
- First Day for Shipments to Arrive at the Freeman Warehouse — Tab 4

### SEPTEMBER 9

- Audio/Visual Discount Price — Tab 6
- Bottled Gases — Tab 4
- Bottled Water/Water Cooler Rental — Tab 6
- Carpet — Tab 4
- Catering/In Booth Dining Services — Tab 6
- Cleaning and Porter Services — Tab 4
- Display Labor — Tab 4
- Electrical Service — Tab 4
- Exhibitor Owned Carpet Installation — Tab 4
- Fabric Solutions — Tab 4
- Furnishings & Freeman Accessories — Tab 4
- Hanging Overhead Signs or Banners — Tab 4
- Material Handling Services and Rates — Tab 4
- Method of Payment, Freeman — Tab 4
- Paper Waste Removal — Tab 4
- Plumbing Service — Tab 4
- Rental Exhibits/Accessories & Custom Accessories — Tab 4
- Rigging Equipment & Labor — Tab 4
- Signs & Graphics — Tab 4
- Storage, Paper and Chemical — Tab 4
- Structural Integrity Statement — Tab 4
- TotalFlex Rental & Purchase Exhibit Units — Tab 4

### SEPTEMBER 13

- Cable Television Service — Tab 5
- Computer/Technology Rental Discount Rate — Tab 6
- Floor Plan Template for Internet & Telecommunications — Tab 5
- Florist — Tab 6
- Internet Service — Tab 5
- McCormick Place Internet and Telecommunications Order & Payment Summary Form — Tab 5
- Telephone Service — Tab 5

### SEPTEMBER 20

- Booth Security Guards Advance Order Rate — Tab 6
- Last Day for Shipments to Arrive at the Freeman Warehouse — Tab 4

### SEPTEMBER 26

- Personnel, Temporaries — Tab 6
- Special Transportation Services — Tab 9

### SEPTEMBER 28

- First Day for Targeted Shipments to Arrive at McCormick Place — Tabs 2 & 4
- First day to accept DHL, FedEx, and UPS deliveries — Tab 4

### OCTOBER 2

- Advance Registration Deadline Attendee — Tab 8

### OTHER FORMS

- Exhibit Floor Meeting Room Form (First come, first served) — Tab 1
- Photography & Video — Tab 6
- Security Cages/Containers — Tab 6
- 12 working days prior to target delivery date International Shipments to Arrive in U.S. by Ocean Freight (Less than Container Load) — Tab 4
- 10 working days prior to target delivery date International Shipments to Arrive in U.S. by Ocean Freight (Full Container Load) — Tab 4
- 7 working days prior to target delivery date International Shipments to Arrive in U.S. by Air Freight — Tab 4