



## DEADLINE CHECKLIST

**Pre-planning will save your company both time and money!**

### **Deadlines:**

- August 20 ExpoPortal/Show Directory Information
- September 12 Housing Reservation Discount Deadline
- September 12 Lead Retrieval Discount Deadline
- September 15 Advance Registration/Credential/Badge Request
- September 15 Prize Drawing Form
- September 15 On-Site Contact Information Form
- September 19 Pre-Show Attendee List
- September 22 Telecommunications Discount Deadline
- September 23 Electrical Discount Deadline
- September 26 Audio / Visual & Computer Rental Discount Deadline
- September 29 Contractor Order Forms Discount Deadline
- October 13 Exhibits MUST be set by 3:30pm
- October 31 Post-Show Attendee List Available