



# Exhibitor Deadlines

July 27-29, 2018 • Metropolitan Pavilion • New York, NY

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% over onsite prices. Additional services not listed below can be found within this service manual. Please keep copies of all forms and bring with you to the show.

Complete	Due Date	Order Form	Deadline From
<input type="checkbox"/>	Immediately	Review Exhibitor Manual & Exhibitor Contact Information	Show Management
<input type="checkbox"/>	May 25	Show Directory Ad Insertion	Show Management
<input type="checkbox"/>	May 18	Co-Exhibitor Application Form Due (to receive discounted rate)	Show Management
<input type="checkbox"/>	May 11	Show Directory Ad Creative deadline Booth Share Application deadline	Show Management
<input type="checkbox"/>	May 18	Pay Balance Due (See Invoice)	Show Management
<input type="checkbox"/>	June 1	Order Safe Rental	Rolland Safe
<input type="checkbox"/>	June 15	Order Lighting Package (On-Site Orders Not Accepted)	Show Management
<input type="checkbox"/>	June 22	Order Additional Guest Passes or Postcards	Show Management
<input type="checkbox"/>	June 29	<a href="#">Submit Certificate of Insurance</a>	Show Management
<input type="checkbox"/>	Prior to Show	Private Security Guard	GSS Security
<input type="checkbox"/>	Prior to Show	Discount Deadline for Showcase Orders	Atlantic Rentals
<input type="checkbox"/>	Opening in June	Exhibitor Badge Registration	Show Management