



Exhibit Dates: March 27-28, 2019 • Las Vegas Convention Center • Las Vegas, NV

## Deadline Checklist

Complete and submit the following order forms to the appropriate vendor/company before each deadline date to take advantage of advance rates or to comply with exhibitor requirements:

Item	Page #	Deadline Date	Check
Exhibitor Registration	11	Open now through show	
Exhibitor Certificate of Insurance	7	January 24, 2019	
Hanging Sign Request Form	35	January 24, 2019	
Show Rules Confirmation Form	13	January 24, 2019	
Lead Retrieval Early Rate	196	January 29, 2019	
Lead Retrieval Advance Rate	196	February 13, 2019	
Directory Advertising Form Due	65	February 22, 2019	
Hotel Reservation	15	Varies by hotel; earliest: February 22, 2019	
New Products Showcase Entry Form	62	February 15, 2019	
Exhibit Booth Rentals	167	February 26, 2019	
Signs & Banners	151	February 26, 2019	
Exhibitor Appointed Contractor (EAC) Form	81	February 28, 2019	
EAC Certificate of Insurance	7	February 28, 2019	
Directory Advertising Materials Due	65	March 1, 2019	
Audio Visual / Computer	198	March 3, 2019	
Target Change Request	5	March 7, 2019	
Target Plan Confirmation	101	March 7, 2019	
Booth Accessories	110	March 7, 2019	
Booth Installation/Dismantle Labor	164	March 7, 2019	
Carpet & Cleaning	105	March 7, 2019	
Furniture	107	March 7, 2019	
Ground Rigging/Forklift Labor	92	March 7, 2019	
Lighting	188	March 7, 2019	
Electricity	177	March 7, 2019	
Floral	201	March 12, 2019	
Voice & Video	203	See page for details	
Internet/Network & Hot Spot	206	See page for details	