



Exhibitor Deadlines Checklist

June 13 - 14, 2024 | Hickory Metro Convention Center | Hickory, NC

The following checklist will assist you in planning for the Furniture Manufacturing Expo 2024. Many services are discounted if orders are placed by the deadline date. To avoid additional costs, place your orders by the discount deadline.

TO DO LIST	DEADLINE	DONE
Onsite Full Listing	ASAP	
Booth Variance Request Form	May 3	
Exhibitor Appointed Contractor Form	May 3	
Certificate of Insurance for Exhibitor Appointed Contractor	May 3	
Advance Warehouse Starts Receiving Shipments	May 13	
Lead Retrieval Discount Order Form	May 17	
Hotel Room Reservation Deadline – Courtyard & Fairfield Inn	May 19	
Fern Furniture and Accessories Order Form	May 21	
Fern Installation and / or Dismantle Labor	May 21	
Fern Labor Deadline	May 21	
Hotel Room Reservation Deadline – Hampton Inn Hickory	May 27	
Utilities Order Form (Electric, Compressed Air, Water, Rigging)	May 29	
Exhibitor AV Order Form	June 3	
Advance Warehouse Stops Receiving Shipments	June 4	
Pre-Register for Booth Personnel Badges	June 11	
First Day for Onsite Shipments	June 10	