



Exhibitor Deadlines Checklist

June 11 - 12, 2025 | Hickory Metro Convention Center | Hickory, NC

The following checklist will assist you in planning for the Furniture Manufacturing Expo 2025. 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 2	
Exhibitor Appointed Contractor Form	May 2	
Certificate of Insurance for Exhibitor Appointed Contractor	May 2	
Advance Warehouse Starts Receiving Shipments	May 5	
Lead Retrieval Discount Order Form	May 12	
Hotel Room Reservation Deadline – Courtyard & Fairfield Inn	May 17	
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 – Hilton Garden Inn Hickory	May 26	
Utilities Order Form (Electric, Compressed Air, Water, Rigging)	May 28	
Advance Warehouse Stops Receiving Shipments	June 4	
Exhibitor AV Order Form	June 6	
Pre-Register for Booth Personnel Badges	June 9	
First Day for Onsite Shipments	June 9	