

InfoComm 2021 - Exhibitor Deadline Checklist

These deadlines include the LATEST a form can be returned in order to receive discount rates!

Order Deadline	To Do	Section	Done ✓
October 16, 2020	50% deposit of the total cost of exhibit space due	Rules & Regulations	<input type="checkbox"/>
December 11, 2020	75% exhibit space payment due. See Exhibit Terms & Conditions for details	Rules & Regulations	<input type="checkbox"/>
February 12, 2021	100% exhibit space payment due. See Exhibit Terms & Conditions for details	Rules & Regulations	<input type="checkbox"/>
March 19, 2021	Exhibitor Booth Sharing Contract due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
April 16, 2021	Centerplate Exhibitor Catering Order Deadline– Menu & Order Form	Show Services	<input type="checkbox"/>
April 16, 2021	CompuSystems Lead Retrieval Products Order Early Bird Deadline	Show Services	<input type="checkbox"/>
April 23, 2021	Exhibitor Directory Deadline: Update Your Listing for the printed Show Guide and Mobile app on your Exhibitor Dashboard .	General Information	<input type="checkbox"/>
May 3, 2021	Exhibitor Housing Names must be assigned to the specific reservation	General Information	<input type="checkbox"/>
May 7, 2021	Before Hours Event Request Form due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
May 7, 2021	Booth Alcohol Service Request Form due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
May 7, 2021	Booth Variance Request Form due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
May 7, 2021	Exhibitor Appointed Contractors – Work Authorization Form due to Show Mgmt	Labor & Material Handling	<input type="checkbox"/>
May 7, 2021	Lights Out Request Approval Forms due to Show Mgmt	Show Utilities	<input type="checkbox"/>
May 7, 2021	Certificate of Insurance due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
May 12, 2021	Freeman Accepts Shipments at Warehouse	Labor & Material Handling	<input type="checkbox"/>
May 14, 2021	International Shipping and Customs Brokerage – Advance Ocean Freight arrival of LCL sea freight to Orlando Terminal – Agility	Labor & Material Handling	<input type="checkbox"/>
May 15, 2021	Buttine Exhibitor Liability Insurance Application Due	Rules & Regulations	<input type="checkbox"/>
May 17, 2021	Exhibitor badge mailing request via exhibitor registration site deadline	General Information	<input type="checkbox"/>
May 19, 2021	International Shipping and Customs Brokerage – Advance Ocean Freight arrival of FCL sea freight to Miami port – Agility	Labor & Material Handling	<input type="checkbox"/>
May 19, 2021	Multi-Level & Covered Booth Application due to OCCC	Rules & Regulations	<input type="checkbox"/>
May 19, 2021	Incentive Deadline for Advanced Freeman orders – Carpet, Exhibit Packages, Furnishings, I & D Labor, Booth Cleaning, Signs & Graphics, Rental Exhibits, Fabric Solutions, and Digital Graphics.	Freeman Services	<input type="checkbox"/>
May 19, 2021	Off Target Move-In Request Form	Labor & Material Handling	<input type="checkbox"/>
May 20, 2021	Incentive Deadline for the Orange County Convention Center Service Orders – Electricity , Aerial Rigging Labor and Lighting , Water , Plumbing , Compressed Air , Natural and LP Gas .	Show Utilities	<input type="checkbox"/>
May 20, 2021	Incentive Deadline for SmartCity Network Services , Internet , and Telephone Orders	Show Utilities	<input type="checkbox"/>
May 22, 2021	Incentive Deadline for Century Security Booth Guard and Camera Services Orders	Show Services	<input type="checkbox"/>
May 26, 2021	International Shipping and Customs Brokerage – Advance Air Freight arrival to Orlando International (MCO) – Agility	Labor & Material Handling	<input type="checkbox"/>
May 27, 2021	Incentive Deadline for TLC Florist	Show Services	<input type="checkbox"/>
May 31, 2021	Exhibitor Housing Last Day for Cancellations without Fee	General Information	<input type="checkbox"/>
June 2, 2021	Exhibitor Housing Last Day for Guaranteed Group Rates	General Information	<input type="checkbox"/>
June 2, 2021	Freeman Accepts Show Site Materials Delivery	Labor & Material Handling	<input type="checkbox"/>
June 7, 2021	SmartSource Computer Rental Early Order Cut-Off	Show Services	<input type="checkbox"/>
June 9, 2012	Judy Venn Model/Hostess Services Total Payment Due	Show Services	<input type="checkbox"/>
June 15, 2021	Exhibits Must be Complete	General Information	<input type="checkbox"/>
June 21, 2021	Exhibitor Move-out Deadline	General Information	<input type="checkbox"/>
June 21, 2021	Outbound Carrier Check into the Marshaling Yard	Labor & Material Handling	<input type="checkbox"/>