

**InfoComm 2021 - Exhibitor Deadline Checklist**

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

<b>Order Deadline</b>	<b>To Do</b>	<b>Section</b>	<b>Done <input checked="" type="checkbox"/></b>
October 16, 2020	<a href="#">50% deposit of the total cost of exhibit space due</a>	Rules & Regulations	<input type="checkbox"/>
December 11, 2020	<a href="#">75% exhibit space payment due.</a> See Exhibit Terms & Conditions for details	Rules & Regulations	<input type="checkbox"/>
June 11, 2021	<a href="#">100% exhibit space payment due.</a> See Exhibit Terms & Conditions for details	Rules & Regulations	<input type="checkbox"/>
August 20, 2021	Exhibitor Directory Deadline: Update Your Listing for the printed Show Guide and Mobile app on your <a href="#">Exhibitor Dashboard</a> .	General Information	<input type="checkbox"/>
August 20, 2021	Additional Brand Promotion: Exhibitors may add their additional brands to the digital and printed directory. Please reach out to your <a href="#">Exposition Account Manager</a> for more information.	General Information	<input type="checkbox"/>
August 20, 2021	Exhibitor Booth Sharing Contract due to <a href="#">Show Mgmt</a>	Rules & Regulations	<input type="checkbox"/>
August 27, 2021	Centerplate Exhibitor Catering Order Deadline- <a href="#">Menu &amp; Order Form</a>	Show Services	<input type="checkbox"/>
August 27, 2021	<a href="#">CompuSystems Lead Retrieval</a> Products Order Early Bird Deadline	Show Services	<input type="checkbox"/>
September 9, 2021	<a href="#">Multi-Level &amp; Covered Booth Application</a> due to OCCC	Rules & Regulations	<input type="checkbox"/>
September 13, 2021	Exhibitor Housing Names must be assigned to the specific reservation	General Information	<input type="checkbox"/>
September 16, 2021	<a href="#">Before Hours Event Request Form</a> due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
September 16, 2021	<a href="#">Booth Alcohol Service Request Form</a> due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
September 16, 2021	<a href="#">Booth Variance Request Form</a> due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
September 16, 2021	<a href="#">Exhibitor Appointed Contractors - Work Authorization Form</a> due to Show Mgmt	Labor & Material Handling	<input type="checkbox"/>
September 16, 2021	<a href="#">Lights Out Request Approval Forms</a> due to Show Mgmt	Show Utilities	<input type="checkbox"/>
September 16, 2021	<a href="#">Certificate of Insurance</a> due to Show Mgmt	Rules & Regulations	<input type="checkbox"/>
September 23, 2021	Incentive Deadline for <a href="#">Advanced Freeman orders</a> - Carpet, Exhibit Packages, Furnishings, I & D Labor, Booth Cleaning, Signs & Graphics, Rental Exhibits, Fabric Solutions, and Digital Graphics.	Freeman Services	<input type="checkbox"/>
September 23, 2021	<a href="#">Off Target Move-In Request Form</a>	Labor & Material Handling	<input type="checkbox"/>
September 24, 2021	<a href="#">International Shipping and Customs Brokerage</a> - Advance Ocean Freight arrival of LCL sea freight to Orlando Terminal - Agility	Labor & Material Handling	<input type="checkbox"/>
September 27, 2021	Freeman Accepts Shipments at Warehouse	Labor & Material Handling	<input type="checkbox"/>
September 27, 2021	<a href="#">International Shipping and Customs Brokerage</a> - Advance Ocean Freight arrival of FCL sea freight to Miami port - Agility	Labor & Material Handling	<input type="checkbox"/>
September 29, 2021	Incentive Deadline for the Orange County Convention Center Service Orders - <a href="#">Electricity</a> , <a href="#">Aerial Rigging Labor</a> and <a href="#">Lighting, Water, Plumbing, Compressed Air, Natural and LP Gas</a> .	Show Utilities	<input type="checkbox"/>
September 29, 2021	Incentive Deadline for <a href="#">SmartCity Network Services, Internet, and Telephone Orders</a>	Show Utilities	<input type="checkbox"/>
October 1, 2021	<a href="#">Buttine Exhibitor Liability Insurance</a> Application Due	Rules & Regulations	<input type="checkbox"/>
October 4, 2021	<a href="#">International Shipping and Customs Brokerage</a> - Advance Air Freight arrival to Orlando International (MCO) - Agility	Labor & Material Handling	<input type="checkbox"/>
October 5, 2021	Exhibitor Housing Last Day for Guaranteed Group Rates	General Information	<input type="checkbox"/>
October 6, 2021	Incentive Deadline for <a href="#">Century Security Booth Guard</a> and <a href="#">Camera Services Orders</a>	Show Services	<input type="checkbox"/>
October 12, 2021	Incentive Deadline for <a href="#">TLC Florist</a>	Show Services	<input type="checkbox"/>
October 12, 2021	Exhibitor Housing Last Day for Cancellations without Fee	General Information	<input type="checkbox"/>
October 18, 2021	<a href="#">SmartSource Computer Rental</a> Early Order Cut-Off	Show Services	<input type="checkbox"/>
October 21, 2021	Freeman Accepts Show Site Materials Delivery	Labor & Material Handling	<input type="checkbox"/>
October 26, 2021	Exhibits Must be Complete	General Information	<input type="checkbox"/>
November 1, 2021	Exhibitor Move-out Deadline	General Information	<input type="checkbox"/>
November 1, 2021	Outbound Carrier Check into the Marshaling Yard	Labor & Material Handling	<input type="checkbox"/>