

INDEPENDENT HOTEL SHOW

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Deadline Checklist

September 17 - 18, 2025 | Miami Beach Convention Center

The following checklist will help you save money by planning for upcoming deadlines. To avoid additional costs, place your orders and payments by the deadline date. Services are still available after the deadlines at higher rates.

ITEM	VENDOR	DEADLINE	DONE
Online Exhibitor Listing	Exhibitor Zone	ASAP	
Add Banners with Your Promo Code to Your Company's Website, Social Media and E-mail Signatures	Exhibitor Zone	ASAP	
Graphic Orders / Wall Panel Upgrades	Expo CCI	August 1	
First Day Shipments May Arrive to the Advance Warehouse	Expo CCI	August 15	
Catering Orders	Sodexo Live	August 15	
Email Show Invites with Your Promo Code to Clients (Upload Your Email Contact List via the Exhibitor Zone)	Exhibitor Zone	August 15	
Lead Retrieval Unit Orders	Custom Registration	August 17	
Send a Picture or Drawing of your Booth for Show Management Approval (for Basic Space Exhibitors)	Show Management	August 18	
Electrical, Air & Water Service Orders	Edlen	August 27	
Furniture, Carpet and Accessories Orders	Expo CCI	August 29	
Labor Orders	Expo CCI	August 29	
Non-Official Contractor (EAC) Form & COI (for Exhibitors Using a Third-Party Company to Set Up a Booth)	Expo CCI	August 29	
Food & Beverage Sample Request Form, COI & Agreement	Sodexo Live	September 1	

Wired Internet, Hot Spot & Telecom Service Orders	SmartCity	September 1	
Last day Shipments May Arrive to the Advance Warehouse	Expo CCI	September 8	
Material Handling Authorization Form, Shipping Instructions and Payment Form	Expo CCI	September 8	
First Day Shipments May Arrive to the Convention Center (Shipments May Not Arrive Prior to this Date)	Expo CCI	September 15	
Pre-Register for Exhibitor Badges	Custom Registration	September 16	
Basic Wireless Internet (Wi-Fi) Service Orders	SmartCity	On Show Site	
AV Orders	TBD	TBD	