

INDEPENDENT HOTEL SHOW

Deadline Checklist

M I A M I

September 16 - 17, 2026 | Miami Beach Convention Center

To avoid additional costs, place your orders and payments by the deadline dates. Services will still be available after the deadlines at higher rates.

ITEM	VENDOR/Website Location	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	Feathr	ASAP	
Graphic Orders / Wall Panel Upgrades	Expo CCI	July 31	
Send a Picture or Drawing of your Booth for Show Management Approval (for Basic/Raw Space Exhibitors)	Show Management	July 31	
First Day Shipments May Arrive to the Advance Warehouse	Expo CCI	August 14	
Email Show Invites with Your Promo Code to Clients (Upload Your Email Contact List via the Feathr link)	Feathr	August 15	
Catering Orders	Sodexo Live	August 16	
Food & Beverage Sample Request Form & Agreement	Show Management	August 16	
Lead Retrieval Unit Orders	Custom Reg	August 21	
Electrical, Air & Water Service Orders	Edlen	August 26	
Furniture, Carpet and Accessories Orders	Expo CCI	August 28	
Labor Orders	Expo CCI	August 28	
Non-Official Contractor (EAC) Form & COI (for Exhibitors Using a Third-Party Company to Set Up a Booth)	Expo CCI	August 28	
Wired Internet, Hot Spot & Telecom Service Orders	SmartCity	August 28	
AV Orders	To Be Announced	To Be Announced	
Last day Shipments May Arrive to the Advance Warehouse	Expo CCI	September 4	
Material Handling Authorization Form, Shipping Instructions and Expo CCI Payment Form	Expo CCI	September 4	
First Day Shipments May Arrive to the Convention Center (Shipments May Not Arrive Prior to this Date and before 10:00am)	Expo CCI	September 14	
Pre-Register for Exhibitor Badges	Custom Reg*	September 14	
Basic Wireless Internet (Wi-Fi) Service Orders	SmartCity	On Show Site	

*The main point of contact for your company has received an Exhibitor Registration Link to register the company's entire booth staff. To have the link resent, please contact Diana.Ludwig@ExpoDevCo.com.