

INDEPENDENT HOTEL SHOW

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Exhibitor Deadline Checklist

September 18 - 19, 2024 | Miami Beach Convention Center | Miami, FL

The following checklist will assist you in planning for Independent Hotel Show Miami 2024. Many services are discounted if orders and payment are submitted by the deadline date. To avoid additional costs, place your orders and payment by the discount deadline.

ITEM	VENDOR	DEADLINE	DONE
Online Exhibitor Listing	Show Management	ASAP	
Graphic Orders	Expo	August 7	
Hard-Wall Turnkey Booth Graphic Upgrade	Expo	August 7	
Booth Variance Request Form	Show Management	August 9	
Lead Retrieval Order Form	Custom Registration	August 16	
Catering Order Form and Deposit	Sodexo Live!	August 20	
First Day Shipments Can Arrive to the Advance Warehouse (shipments may not be sent prior to this date)	Expo	August 21	
Utilities Order Form (Compressed Air, Electric, Water)	Edlen	August 28	
Catering Sample Request Form & Sampling Agreement	Sodexo Live!	September 2	
Internet & Telecommunications Services Order Form	SmartCity	September 2	
Furniture and Accessories Order Form	Expo	September 4	
Labor Form	Expo	September 4	
Non-Official Contractor Form & Certificate of Insurance (for exhibitors using an exhibitor appointed contractor to set up or dismantle the booth)	Expo	September 4	
Last Day Shipments Can Arrive to the Advance Warehouse	Expo	September 11	
Material Handling Authorization Form	Expo	September 11	
Onsite Shipments (Direct to the Convention Center - Shipments may not arrive prior to this date)	Expo	September 16	
Pre-Register for Booth Personnel Badges	Custom Registration	September 17	
Audio Visual Form	TBD	TBD	