



This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms can be received to be considered an advance order and receive the vendors’ discounts. We recommend you order all services before the dates listed.

Use this page as a reminder to yourself to place your orders and send in your forms. Be sure to retain a copy of each form you fill out for your records.

DATE	TASK	FORM(S) LOCATION	COMPLETE
TBD	Photography	Additional Services	<input type="checkbox"/>
December 8	RCS Lead Retrieval Early Bird Discount Deadline	Additional Services	<input type="checkbox"/>
December 15	Certificate of Insurance Due	Rules & Regulations	<input type="checkbox"/>
December 15	Notification of Intent to Use EAC	Rules & Regulations	<input type="checkbox"/>
December 29	Show Directory Listing Updating Information	Promote Your Presence	<input type="checkbox"/>
December 30	Security for Booth	Additional Services	<input type="checkbox"/>
January 2	First Day Advanced Warehouse Accepts Freight	Freeman	<input type="checkbox"/>
January 2	All Freeman Services Discount Deadline	Freeman	<input type="checkbox"/>
January 2	Freeman AV Services Discount Deadline	Freeman	<input type="checkbox"/>
January 3	Housing Reservations Due	Reg Hotel	<input type="checkbox"/>
January 8	OCCC utilities - Drain Electrical Gas Air (Incentive)	Additional Services	<input type="checkbox"/>
January 8	SmartCity OCCC - Internet and Phone (Incentive)	Additional Services	<input type="checkbox"/>
January 8	SodexoLive Advance Order Pricing Ends	Additional Services	<input type="checkbox"/>
January 9	SodexoLive Short Term Order Pricing Begins	Additional Services	<input type="checkbox"/>
January 9 - 28	OCCC utilities - Drain Electrical Gas Air (Base)	Additional Services	<input type="checkbox"/>
January 12	RCS Lead Retrieval Advance Discount Deadline	Additional Services	<input type="checkbox"/>
January 17	AVmedia	Additional Services	<input type="checkbox"/>
January 18	SodexoLive Booth Catering Orders (Online Ordering)	Additional Services	<input type="checkbox"/>
January 19	SodexoLive Booth Catering Orders (Contact Allison Pandy)	Additional Services	<input type="checkbox"/>
January 22	Last Day Advanced Warehouse Accepts Freight	Freeman	<input type="checkbox"/>
January 22	SodexoLive Short Term Order Pricing Ends	Additional Services	<input type="checkbox"/>
January 23	SodexoLive Onsite Order Pricing Begins	Additional Services	<input type="checkbox"/>
January 29	OCCC utilities - Drain Electrical Gas Air (on-site)	Additional Services	<input type="checkbox"/>
January 29	RCS Lead Retrieval On-Site Deadline	Additional Services	<input type="checkbox"/>