



## Deadlines Checklist

Deadline	Task	Date Completed (for company records only)
September 23	Deadline to submit free company description <i>Description can be max 50 words</i>	
September 25	End Today: Convention Center Advanced Rate Take advantage of discounted online pricing of electric, internet, catering, cleaning, plumbing & telephone. Orders can be placed online at <a href="http://www.services.mccno.com">www.services.mccno.com</a>	
September 27	Deadline to submit show guide artwork <i>Please contact Anastasia Bisson at <a href="mailto:abisson@accessintel.com">abisson@accessintel.com</a> to purchase</i>	
September 27	Deadline for logo upgrade in show guide <i>Please contact Anastasia Bisson at <a href="mailto:abisson@accessintel.com">abisson@accessintel.com</a> to purchase</i>	
September 30	Freeman Services will begin to accept material to warehouse location	
October 4	Due Today: Exhibitor Appointed Contractor Form	
October 7	Please e-mail to Ashlyn Geoffrey at <a href="mailto:ageoffrey@accessintel.com">ageoffrey@accessintel.com</a> Ends Today: Freeman Services Discount Take advantage for discounted online pricing of furniture, carpet, etc. <b>All booths are required to have floor covering.</b>	
October 8	Deadline to book a hotel room at discounted price. To book a room, visit our official housing provider, MCI Group, <a href="#">online here</a> .  <i>*Please contact Ashlyn Geoffrey at <a href="mailto:ageoffrey@accessintel.com">ageoffrey@accessintel.com</a> with any questions.</i>	
October 18	Due Today: Certificate of Insurance Form <b>All exhibitors are required to have a certificate of insurance on file with show management.</b>	
October 21	Deadline to submit Lead Retrieval Discount Form  You can rent your scanner online at <a href="https://leads-sales.customreg.net/register/d3af0511-c6b4-4765-94b7-4000348a5c71">https://leads-sales.customreg.net/register/d3af0511-c6b4-4765-94b7-4000348a5c71</a> or with the order form in the ESM.	
October 21	Advanced Shipping to Freeman Warehouse ENDS on this date. <b>Material arriving after October 21<sup>st</sup> will receive an additional charge</b>	
October 25	EXHIBITORS ATTENDING CONFERENCE SESSIONS: <b>Last Day for Pre-Registration Discount</b>	
October 28	Onsite Shipping to Ernest N Morial Begins Shipments arrived BEFORE 9:00AM may be refused	