

IMPORTANT DATE CHECKLIST

Deadline date	Completion date	Approval/order forms	Submit to
Oct. 31, 2022	___/___/___	Remaining balance due on booth space	Show management
Dec. 1, 2022	___/___/___	GCM advertising for January CTS preview issue	Show management
Dec. 2, 2022	___/___/___	Second story booth space plans due	Show management
Dec. 2, 2022	___/___/___	Performance approval request form	Show management
Dec. 22, 2022	___/___/___	New Product Showcase form	Show management
Dec. 2, 2022	___/___/___	Drawing/giveaway approval request form	Show management
Dec. 31, 2022	___/___/___	Deadline to edit/update mobile app listing	Show management
Jan. 6, 2023	___/___/___	Beginning of shipments to Freeman warehouse	Freeman
Jan. 6, 2023	___/___/___	Floral order form	TLC Convention PS
Jan. 6, 2023	___/___/___	Mobile/Motorized Equipment Notification Form Due	Show management
Jan. 6, 2023	___/___/___	Exhibitor appointed contractor (EAC) authorization	Show management
Jan. 6, 2023	___/___/___	Animal Notification Form	Show management
Jan. 6, 2023	___/___/___	Banner approval request form	Show management
Jan. 6, 2023	___/___/___	Exhibitor liability insurance (<i>email COI to sales@rainprotection.net</i>)	Rainprotection
Jan. 9, 2023	___/___/___	Freeman discount deadline	Freeman
Jan. 9, 2023	___/___/___	Booth cleaning order form discount deadline	Freeman
Jan. 9, 2023	___/___/___	Carpet rental order form discount deadline	Freeman
Jan. 9, 2023	___/___/___	Furnishings order forms discount deadline	Freeman
Jan. 9, 2023	___/___/___	Exhibit rental order form discount deadline	Freeman
Jan. 9, 2023	___/___/___	Freeman labor order form discount deadline	Freeman
Jan. 13, 2023	___/___/___	Internet/network service order form discount deadline	SmartCity
Jan. 13, 2023	___/___/___	Electrical order form discount deadline	OCCC
Jan. 13, 2023	___/___/___	Rigging and hanging sign labor order form discount deadline	OCCC
Jan. 13, 2023	___/___/___	Cable tv order form discount deadline	OCCC
Jan. 13, 2023	___/___/___	Balloons and other lighter-than-air objects agreement form	OCCC
Jan. 13, 2023	___/___/___	Plumbing, gas service, and utilities discount deadline	OCCC
Jan. 16, 2023	___/___/___	Audio visual/computer order form	DMI
Jan. 30, 2023	___/___/___	Deadline for shipments to Freeman warehouse	Freeman
Jan. 30, 2023	___/___/___	Deadline for hanging sign shipment	Freeman
Feb. 5, 2023	___/___/___	Beginning of shipments directly to convention center	Freeman
Mar. 1, 2023	___/___/___	GCM advertising for April post-show issue	Show management