

InfoComm 2019 - Exhibitor Deadline Checklist

These deadlines include the LATEST a form can be returned in order to receive discount rates!

| Order Deadline | To Do | Section | Done v |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| August 17, 2018 | 50% deposit of the total cost of exhibit space due | Rules & Regulations | <input type="checkbox"/> |
| October 19, 2018 | 75% exhibit space payment due . See Exhibit Terms & Conditions for details | Rules & Regulations | <input type="checkbox"/> |
| January 11, 2019 | 100% exhibit space payment due . See Exhibit Terms & Conditions for details | Rules & Regulations | <input type="checkbox"/> |
| March 28, 2019 | Exhibitor Booth Space Sharing Form due to Show Mgmt | General Information | <input type="checkbox"/> |
| April 12, 2019 | CompuSystems Lead Retrieval Products Order Early Bird Deadline | Show Services | <input type="checkbox"/> |
| April 25, 2019 | Buttine Exhibitor Liability Insurance Application Due | Rules & Regulations | <input type="checkbox"/> |
| April 30, 2019 | Exhibitor Housing Names must be assigned to the specific reservation | General Information | <input type="checkbox"/> |
| May 3, 2019 | Before Hours Event Request Form due to Show Mgmt | General Information | <input type="checkbox"/> |
| May 3, 2019 | Certificate of Insurance due to Show Mgmt | Rules & Regulations | <input type="checkbox"/> |
| May 3, 2019 | Booth Alcohol Service Request Form due to Show Mgmt | Rules & Regulations | <input type="checkbox"/> |
| May 3, 2019 | Booth Variance Request Form due to Show Mgmt | Rules & Regulations | <input type="checkbox"/> |
| May 3, 2019 | Exhibitor Appointed Contractors – Work Authorization Form due to Show Mgmt | Labor & Material Handling | <input type="checkbox"/> |
| May 3, 2019 | Lights Out Request Approval Forms due to Show Mgmt | Show Utilities | <input type="checkbox"/> |
| May 3, 2019 | Exhibitor Directory Deadline: Update Your Listing for the printed Show Guide and Mobile app. Go to: http://www.infocommshow.org/dashboard | General Information | <input type="checkbox"/> |
| May 7, 2019 | Freeman Accepts Shipments at Warehouse | Labor & Material Handling | <input type="checkbox"/> |
| May 13, 2019 | International Customs Brokerage – Advance Ocean Freight arrival at the Orlando CFS (ORL) – Agility | Labor & Material Handling | <input type="checkbox"/> |
| May 13, 2019 | Exhibitor Housing Last Day for Guaranteed Group Rates | General Information | <input type="checkbox"/> |
| May 13, 2019 | Exhibitor Housing Last Day for Cancellations without Fee | General Information | <input type="checkbox"/> |
| May 16, 2019 | Incentive Deadline for SmartCity Network Services, Internet and Telephone Orders | Show Utilities | <input type="checkbox"/> |
| May 16, 2019 | Incentive Deadline for the Orange County Convention Center Services Orders - Electricity, Aerial Rigging Labor and Lighting, Water, Plumbing, Compressed Air, Natural and LP Gas, and Cable TV | Show Utilities | <input type="checkbox"/> |
| May 17, 2019 | Incentive Deadline for Advanced Freeman orders – Carpet, Exhibit Packages, Furnishings, I & D Labor, Booth Cleaning, Signs & Graphics, Rental Exhibits, Fabric Solutions, Digital Graphics | Freeman Services | <input type="checkbox"/> |
| May 17, 2019 | Incentive Deadline for Freeman AV Orders | Show Services | <input type="checkbox"/> |
| May 17, 2019 | Off Target Move-In Request Form | Labor & Material Handling | <input type="checkbox"/> |
| May 17, 2019 | International Customs Brokerage – Ocean Freight arrival at Miami port – Agility | Labor & Material Handling | <input type="checkbox"/> |
| May 22, 2019 | Incentive Deadline for Century Security Booth Guard and Camera Services Orders | Show Services | <input type="checkbox"/> |
| May 22, 2019 | International Customs Brokerage – Advance Air Freight arrival at the Orlando International (MCO) – Agility | Labor & Material Handling | <input type="checkbox"/> |
| May 23, 2019 | Multi-Level & Covered Booth Application due to OCCC | Rules & Regulations | <input type="checkbox"/> |
| May 23, 2019 | Incentive Deadline for Expo Plant Service, Inc. | Show Services | <input type="checkbox"/> |
| June 5, 2019 | SmartSource Computer Rental Early Order Cut-Off | Show Services | <input type="checkbox"/> |
| June 6, 2019 | Judy Venn Model/Hostess Services Total Payment Due | Show Services | <input type="checkbox"/> |
| June 6, 2019 | Freeman Accepts Show Site Materials Delivery | Labor & Material Handling | <input type="checkbox"/> |
| June 7, 2019 | Fedex Office Incentive Deadline | Show Services | <input type="checkbox"/> |
| June 11, 2019 | Exhibits Must be Complete | General Information | <input type="checkbox"/> |
| June 17, 2019 | Exhibitor Move-out Deadline | General Information | <input type="checkbox"/> |
| June 17, 2019 | Outbound Carrier Check into the Marshaling Yard | Labor & Material Handling | <input type="checkbox"/> |