



CHECKLIST OF DEADLINES - 2023

Deadlines listed do not guarantee that the product or service is still available.
 After the deadlines listed below, pre-show discounts are no longer in effect.
 Save money by ordering early.

<u>DUE DATE</u>	<u>ACTION REQUIRED</u>	<u>DATE ORDERED</u>	<u>TOTAL MONEY</u>	<u>DATE COMPLETED</u>
November 3	Certificate of Insurance To EP Henry	_____	_____	_____
November 16	Hotel Reservations Cutoff Date	_____	_____	_____
November 29	Exhibitor Advance Personnel Registration Deadline	_____	_____	_____
<u>Discount Price Deadlines for Show Services</u>				
November 17	Telecom & Internet	_____	_____	_____
November 17	Audio Visual Orders	_____	_____	_____
November 22	Conexsys Lead Retrieval	_____	_____	_____
November 27	Electrical Service Orders	_____	_____	_____
November 27	Plumbing Orders	_____	_____	_____
November 27	Furniture Orders	_____	_____	_____
November 27	Material Handling Order	_____	_____	_____
November 27	Labor Service	_____	_____	_____
November 27	Floral Rental Orders	_____	_____	_____
November 27	Banner, Sign Orders	_____	_____	_____