

OCT
18-20

Expo Dates: **October 19-20, 2018**
 Orange County Convention Center Orlando,
 Florida USA

Add the Exhibitor Checklist reminders
 and due dates to your calendar.
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	<input checked="" type="checkbox"/>	ITEM	COMPLETE BY
June	<input type="checkbox"/>	Subscribe to the Exhibitor Central Blog to receive important updates/deadlines	Right Away
	<input type="checkbox"/>	Make hotel reservations and register for badges that come with your booth	Right Away
	<input type="checkbox"/>	Review exhibitor set up Information	Right Away
	<input type="checkbox"/>	Review booth display guidelines and other rules and regulations	Right Away
July	<input type="checkbox"/>	Update directory listing for online/printed directory and mobile app	Right Away
	<input type="checkbox"/>	Take advantage of promotional opportunities that come with your booth	Right Away
	<input type="checkbox"/>	Last day to submit application to participate in 2019 virtual booth assignments	July 31
	<input type="checkbox"/>	Last day to submit payments to count towards 2019 priority points (payments received after July 31 will count towards 2020 booth selection)	July 31
August	<input type="checkbox"/>	Review perishable product and booth material shipping information	Right Away
	<input type="checkbox"/>	Review product sampling/catering information before discount deadlines	Right Away
	<input type="checkbox"/>	Last day to submit booth sharing form so affiliated companies can be included in the printed directory	August 10
	<input type="checkbox"/>	Complimentary exhibitor webinar at 2 p.m. EDT	August 16
	<input type="checkbox"/>	Last day to update company/product information for the printed directory (by 5:00 p.m. EDT). Changes made after this date will only appear online and in the mobile app	August 22
	<input type="checkbox"/>	Last day to assign names and cancel hotel reservations for blocks of 10 or more rooms without penalty	August 24
September	<input type="checkbox"/>	Access attendee list and market to prospective customers	Right Away
	<input type="checkbox"/>	Advance shipments will be accepted at GES warehouse from Sept. 11 - Oct. 10	September 11
	<input type="checkbox"/>	Last day to register badges to be mailed in advance (continental U.S. only). Badges will be mailed via FedEx on October 4.	September 14
	<input type="checkbox"/>	Last day to assign names and cancel hotel reservations for hotel blocks of less than 10 rooms	September 20
	<input type="checkbox"/>	Last day to place booth orders and receive vendor discounts on furniture, carpet, electric, catering, insurance, etc.	September 24
October	<input type="checkbox"/>	Last day to register exhibitor appointed contractors not on official vendor list	October 5
	<input type="checkbox"/>	Last day to use the online system to redeem registration credits , purchase tickets/upgrades, or edit badges/passes that were not mailed. You may continue using this system to purchase additional Trade Show Only Passes (\$195 each) through October 20.	October 12
	<input type="checkbox"/>	Booth material direct shipments will be accepted at convention center from Oct. 15-18	October 15
	<input type="checkbox"/>	Perishable product shipments will be accepted at convention center from Oct. 15-20	October 15
	<input type="checkbox"/>	All badge system credits will be available for redemption on-site at registration Oct. 17-20. No badges will be refunded at this point.	October 17