



SAN FRANCISCO | EDUCATION: DEC 15-17, 2021 | EXHIBITS: DEC 16-17, 2021

Deadline Checklist

Deadline	Item	Form to Complete	Exhibitor Service Manual Section	✓
NOW	Update your company's online exhibitor listing and profile	Exhibitor Online Portal	MARKETING	<input type="checkbox"/>
NOW	READ ALL RULES AND REGULATIONS		RULES AND REGULATIONS	<input type="checkbox"/>
October 8, 2021	Deadline to contact Exhibition Management if your company will be displaying a vehicle	Contact Exhibition Management		<input type="checkbox"/>
November 1, 2021	Deadline to receive discounted rates on Turnkey Rental Booth Options	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 4, 2021	Deadline to submit a request for sample Food and Beverage	Exhibitor Food & Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
November 4, 2021	Deadline to receive discount rate on Internet, Telephone & Technical Services	Moscone Telecommunications Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
November 5, 2021	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
November 5, 2021	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
November 12, 2021	First-day Advance Warehouse will accept shipments	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 12, 2021	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Exhibitor Appointed Contractor Agreement	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
November 10, 2021	Deadline to order Catering for your exhibit	Catering Order Form, CC Authorization Form & Menu	ADDITIONAL SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Rental Furnishings	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Booth Accessories	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline date to receive discounted pricing on Booth Carpeting	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Hanging Signs and Banners	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>



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November 29, 2021	Deadline to receive discounted rates on In-Booth Forklift Service	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 29, 2021	Deadline to receive discounted rates on Vehicle Spotting Fees	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
December 6, 2021	Deadline for exhibitor freight to be received at the Advance Warehouse. Materials received after 12/6/2021 will incur a 25% late handling fee	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
December 13, 2021	Date exhibitor freight may only be received direct to Show Site at the Moscone Convention Center	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

****as of 10/5/2021**