

DEADLINE CHECKLIST

Please use this checklist as a reminder to submit forms and place orders.

You must complete **REQUIRED** forms and return ALL forms by the deadline date to ensure orders are filled and late fees are avoided.

FORM / ACTION	FORM	DEADLINE	☒
Final Booth Payment due		October 26, 2024	

Required Forms*

Standard Booth Signage*	1	January 28, 2025
Exhibitor Staff Registration/Badge Names*	2	February 18, 2025
Onsite Contact & Freight Service Information*	3	March 4, 2025
DIGITAL Marketing Package Entries*	4	March 7, 2025

Required for RAW SPACE Exhibitors Only*

Contract/Booth Builder Information Form*	5	December 12, 2024
Submit Design Rendering for Approval*		January 14, 2025

Special Passes

Parking Passes	6	January 28, 2025
Visitor Entrance Passes	7	March 4, 2025

Booth Services

Additional Booth Furnishings/Equipment	8	January 28, 2025
Graphics Orders and Measurements	9	January 28, 2025
Graphic Files Due	9	February 11, 2025
Audio/Video/Computers	10	January 28, 2025
Internet/WiFi Rental	11	January 28, 2025
Booth Services Placement Grid	12	January 28, 2025

Freight & Shipping

Freight Forwarder Information	13	<i>work with your forwarder</i>
Direct Shipping Form	14	March 7, 2025

Advertising & Publicity

Marketing Package/Media Shop	4	March 7, 2025
IDSconnect Networking Platform		March 7, 2025
Free Advertising Materials	15	NA

Travel & Accommodations

Air and Hotel Information	General	<i>at earliest convenience</i>
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