



## DEADLINE CHECKLIST

- January 25, 2018  
Descriptive Company Paragraph for the Show Program  
[Exhibitor Resource Center](#)
- February 17, 2018  
Exhibitor Housing Room Block Deadline
- February 16, 2018  
Booth and Rigging Rendering submitted through [Exhibitor Resource Center](#) for Exhibitors with Booth Space of 400 sq. ft. or more  
  
Onsite Contact Information Form submitted through [Exhibitor Resource Center](#)  
  
Exhibitor-Appointed Contractor Notification and EAC's Certificate of Liability Insurance submitted through [Exhibitor Resource Center](#)  
  
Catering and Giveaways submitted through [Exhibitor Resource Center](#)
- February 22, 2018  
FREEMAN Advance Freight Warehouse Opens
- March 1, 2018  
Security Order Deadline –Marshall Robinson  
  
Electrical & Plumbing - Ernest N. Morial Convention Center  
  
Internet & Telephone Service Advance Rate Deadline – Ernest M. Morial Convention Center  
  
Catering – Centerplate  
Floral – National Plant and Floral  
Photography and Video – Oscar & Associates  
  
Lead Retrieval Advance Order Rate – Wyndham Jade  
  
AV Order Discount Deadline – Freeman
- March 22, 2018  
Direct Freight may begin to arrive at the Ernest N. Morial Convention Center
- March 25, 2018  
Exhibits MUST be set by 2:00 PM

***Please refer to all other deadlines from official service contractors on their individual order forms or by contacting the appropriate contractor directly.***

