



## DEADLINE CHECKLIST

- August 15 Descriptive Company Paragraph For the Show Program Due
- September 5 Lead Retrieval Advanced Discount Deadline
- September 10 ADVANCE WAREHOUSE OPENS FOR SHIPMENTS
- September 14 Exhibitor Appointed Contractor (EAC) Intent Form Due  
Booth Renderings Due  
VIP Hours & Complimentary Exhibit Hall Pass Requests Due  
Rigging Renderings Due  
On-Site Contact Information Form Due
- September 18 Freeman Advance Discount Deadline  
Utility Service Advance Discount Deadline  
Audio Visual & Computer Rental Advance Discount Deadline  
Photography Form Due Floral Order Form Due  
Security Advance Discount Deadline
- September 24 Boston Exhibition and Convention Center Discount Deadline
  - Internet/Telephone
  - Rigging
  - Electrical Service
  - Plumbing
- October 2 Last day for freight to arrive at the Advance Warehouse without a surcharge.
- October 9 ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING at 1:00 pm at the Boston Convention and Exhibition (BCEC). Shipments sent directly to the BCEC will not be accepted prior to this date.
- October 13 Exhibits MUST be set by 12:00 pm

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**