


SHOW PLANNER


January 28 

UPDATE SHOW DIRECTORY LISTING

WAREHOUSE SHIPPING BEGINS


ORDER LEAD RETRIEVAL

ORDER SECURITY

February 7 

FREEMAN EARLY BIRD DEADLINE FOR ONLINE ORDERS





FURNITURE
FLOORING
MATERIAL HANDLING
LABOR

February 8 







MIRAGE ORDER DEADLINE

ELECTRICAL
INTERNET
CLEANING
CATERING
RIGGING

BEFORE YOU ARRIVE TO SHOWSITE

-  Submit Certificate of Insurance
-  Coordinate Hotel & Travel
-  Register Booth Personal in Advance
-  Update Show Directory Exhibitor Profile and/or listing

OPTIONAL SERVICES

-  FLORAL
-  AV
-  INTL FREIGHT
-  CATERING
-  INTERNET
-  ELECTRIC

ONCE YOU ARRIVE

- PICK UP BADGE
- CHECK FREIGHT
- ADVANCED ELECTRICAL RIGGING

SHOW MANAGEMENT APPROVAL

-  Hanging Sign Approval by February 4th
-  Hiring an Exhibitor Appointed Contractor (EAC) Submit form by February 4th