














## EXHIBITOR CHECKLIST: BOOTH NEEDS & LOGISTICS

ACTION		LINK	DEADLINE
	Register Your Staff	<a href="#">Registration</a>	Ongoing
	Order Your Lead Retrieval	<a href="#">SAGE ShowLink</a> or <a href="#">Maritz</a>	Ongoing or December 4 <sup>th</sup>
	Complete EAC Form & Process EAC Fee, <i>if applicable</i>	<a href="#">EAC Form</a>	December 4 <sup>th</sup>
	Submit Vehicle Display Information, <i>if applicable</i>	<a href="#">Vehicle Display</a>	December 4 <sup>th</sup>
	Submit Booth Alcohol Request, <i>if applicable</i>	<a href="#">Alcohol Request</a>	December 4 <sup>th</sup>
	Material Handling- Freeman Advance Warehouse Shipping Begins	<a href="#">Freeman Labels</a>	December 10 <sup>th</sup>
	Early Pricing Deadline for Freeman Online Orders <b>Audio Visual, Furnishing, Labor, Carpet</b>	<a href="#">Freeman Store</a>	December 12 <sup>th</sup>
	Early Pricing Deadline for Booth Security from DTA Security Services	<a href="#">DTA</a>	December 12 <sup>th</sup>
	Early Pricing Deadline for Mandalay Bay Online Orders <b>Audio Visual, Booth Catering, Cleaning Services, Electrical, Internet, Gas, Plumbing &amp; Water, Rigging</b>	<a href="#">Mandalay Bay</a>	December 23 <sup>rd</sup>
	Reminder to order floral from National Plant and Floral	<a href="#">National Plant &amp; Floral</a>	December 23 <sup>rd</sup>
	Reminder to arrange services for booth models & talent from A Vegas Expression (AVE)	<a href="#">AVE</a>	December 23 <sup>rd</sup>
	Reminder to order photography / videography services from Oscar & Associates	<a href="#">Oscar &amp; Associate</a>	December 23 <sup>rd</sup>
	Last Day Freeman Advance Warehouse Accepts Shipment	<a href="#">Freeman Labels</a>	December 31 <sup>st</sup>