



Exhibitor Checklist

Add the Exhibitor Checklist reminders and due dates to your calendar so you never miss a step!

✓		DEADLINE
	ONGOING	
<input type="checkbox"/>	Update your company's exhibitor profile information	Right Away
<input type="checkbox"/>	Review booth display guidelines	Right Away
<input type="checkbox"/>	Take advantage of the tools to market your booth	Right Away
	JULY	
<input type="checkbox"/>	Show Stopper – submission deadline	7/11/2022
<input type="checkbox"/>	Exhibitor information deadline for show guide	7/15/2022
	AUGUST	
<input type="checkbox"/>	Show guide ad close – <i>contact your IFAI Account Manager</i>	8/8/2022
<input type="checkbox"/>	October Show Issue – ad close – <i>contact your IFAI Account Manager</i>	8/17/2022
<input type="checkbox"/>	Standard registration deadline	8/31/2022
	SEPTEMBER	
<input type="checkbox"/>	Advanced warehouse receiving start date	9/12/2022
<input type="checkbox"/>	Lead retrieval – <i>early rate deadline</i>	9/12/2022
<input type="checkbox"/>	Freeman exhibitor discount rate deadline	9/12/2022
<input type="checkbox"/>	Rigging Discount Deadline	9/19/2022
<input type="checkbox"/>	Hotel room block closes - <i>book to receive discounted rates</i>	9/19/2022
<input type="checkbox"/>	Electric advance rate deadline	9/23/2022
<input type="checkbox"/>	Utility services (air, water, plumbing) advance rate deadline	9/23/2022
<input type="checkbox"/>	Communications and internet advance rate deadline	9/23/2022
<input type="checkbox"/>	AV Advanced Rate Deadline	9/30/2022
	OCTOBER	
<input type="checkbox"/>	Advanced warehouse receiving start date	10/3/2022
<input type="checkbox"/>	Show Site shipments – receiving start date	10/10/2022
<input type="checkbox"/>	Exhibitor move in (8 am– 5 pm)	10/10/2022
<input type="checkbox"/>	Exhibitor move in (8 am– 5 pm)	10/11/2022
<input type="checkbox"/>	Lead retrieval – Standard rate deadline	10/11/2022
<input type="checkbox"/>	Onsite lead retrieval pricing begins	10/12/2022
<input type="checkbox"/>	Exhibitor move out (2 – 8 pm)	10/14/2022
<input type="checkbox"/>	Exhibitor move out (8 am– 12 pm)	10/15/2022