

CRITICAL DATES & DEADLINES

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION			
August 13	Booth Waiver Request Form	Show Management	<input type="checkbox"/>
August 13	EAC Notification	Show Management	<input type="checkbox"/>
August 13	Exhibit Floor Meeting Request Form	Show Management	<input type="checkbox"/>
August 13	Hotel Meeting Room/Hospitality Suite Form	Show Management	<input type="checkbox"/>
August 14	Photographer Approval Form	Show Management	<input type="checkbox"/>
July 23	Show Directory Information Listing Deadline	Show Management	<input type="checkbox"/>
August 29	Exhibitor Badge Mailing Deadline	Show Management	<input type="checkbox"/>
SHIPPING INFORMATION			
August 11	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
September 7	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
September 11	Dates when Direct Shipments to the Miami Beach Convention Center May Arrive (Check Targeted Move-In Schedule for Your Exact Date)	Freeman	<input type="checkbox"/>
No due date	Material Handling Order Form	Freeman	<input type="checkbox"/>
No due date	Exhibit Transportation Order Form	Freeman	<input type="checkbox"/>
No due date	Outbound Shipping Order Form	Freeman	<input type="checkbox"/>
August 20	Ocean Freight, International Shipping Information - Deadline for Shipment to Arrive to Miami CFS	Rogers Worldwide	<input type="checkbox"/>
August 27	Air Freight, International Shipping Information - Deadline for Shipment to Arrive at Miami International Airport (MIA)	Rogers Worldwide	<input type="checkbox"/>
August 27	International Shipping Deadline for Ocean Freight Arrival at Miami Beach Convention Center	Rogers Worldwide	<input type="checkbox"/>
September 3	International Shipping Due Date for Air Freight Arrival at Miami Beach Convention Center	Rogers Worldwide	<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS			
Aug 27 10	Method of Payment	Freeman	<input type="checkbox"/>
Aug 27 10	Third Party Authorization	Freeman	<input type="checkbox"/>
Aug 27 10	Furnishings Essentials Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Furnishings Select Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Accessories Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Carpet Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Cleaning Form	Freeman	<input type="checkbox"/>
Aug 27 10	Rental Exhibit Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Rental Exhibit Package Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Total Flex Form	Freeman	<input type="checkbox"/>
Aug 27 10	Exhibit Accessories Order Form	Freeman	<input type="checkbox"/>

Aug 27 10	Graphics & Signs Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Hanging Chandeliers	Freeman	<input type="checkbox"/>
Aug 27 10	Installation & Dismantle Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Electrical Service Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Electrical Labor Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Plumbing Form	Freeman	<input type="checkbox"/>
Aug 27 10	Shipping Labels – Advance Warehouse	Freeman	<input type="checkbox"/>
Aug 27 10	Shipping Labels – Show Site	Freeman	<input type="checkbox"/>
Aug 27 10	Shipping Labels – Hanging Chandelier	Freeman	<input type="checkbox"/>
Aug 27 10	Freight Services	Freeman	<input type="checkbox"/>
Aug 27 10	Material Handling Form	Freeman	<input type="checkbox"/>
Aug 27 10	Forklift/Rigging Equipment & Labor Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Chain / Truss/ Sign Equipment Form	Freeman	<input type="checkbox"/>
Aug 27 10	Forklift/Rigging Equipment & Labor Order Form	Freeman	<input type="checkbox"/>
Aug 27 10	Accessible Storage	Freeman	<input type="checkbox"/>
Aug 27 10	Outbound Shipping	Freeman	<input type="checkbox"/>

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FREEMAN INFORMATION & ORDER FORMS			
Aug 27 10	Plumbing Order Form	Freeman	<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS			
September 1	Audio Visual/Computer Rental Order Forms	CCR Events	<input type="checkbox"/>
September 6	Catering Order Form	Centerplate	<input type="checkbox"/>
ASAP	Floral Order Form	Expo Plant Services	<input type="checkbox"/>
August 26	Housing Block Reservation Form for Groups	onPeak	<input type="checkbox"/>
August 25	Insurance Enrollment Form	Buttine Insurance	<input type="checkbox"/>
Early Bird August 6	Lead Retrieval Order Forms	CDS Registration	<input type="checkbox"/>
Late Advance September 3			
ASAP	Model & Host Services Order Form	Image	<input type="checkbox"/>
ASAP	Photography Order Form	Oscar Einzig	<input type="checkbox"/>
August 25	Security Personnel Order Form	TBD	<input type="checkbox"/>
August 25	Telephone & Internet Service Order Form	Priority Networks	<input type="checkbox"/>

**All Official Service Provider Order Forms are available in the
 HD Boutique Exhibitor Manual
 on the HD Boutique website at www.hdboutique.com**