

EXHIBITOR DEADLINE CHECKLIST

FORM	DUE DATE	COMPLETED
Sponsorship Opportunities Form	As Available	
Early Bird Deadline for Lead Retrieval	January 14, 2016	
Return Hanging Sign Request Form	January 15, 2016	
Listing Due for the Program Guide	January 29, 2016	
EAC Forms and Insurance Certificates Due	January 29, 2016	
Rigging Order Form Due	January 31, 2016	
Shipping/Warehouse (First Day)	February 3, 2016	
Deadline for LCL Sea Freight to Baltimore Terminal	February 5, 2016	
Deadline for FCL Sea Freight to Baltimore Terminal	February 8, 2016	
Advance Order Deadline for Lead Retrieval	February 11, 2016	
Booth Carpet and Furniture Order Forms	February 11, 2016	
Booth ID Sign/Special Signs	February 11, 2016	
Electrical/Plumbing Order Form (Disc. Rate)	February 11, 2016	
Audio Visual Order Form	February 11, 2016	
Deadline for Air Freight to BWI Airport <i>(if using Agility Custom Broker)</i>	February 15, 2016	
Telephone/Internet Order Form (Disc. Rate)	February 19, 2016	
Hotel Reservations Deadline	February 20, 2015	
Hanging Signs Received at the Freeman Warehouse	February 25, 2016	
Shipping/Warehouse (Last Day)	February 25, 2016	
Shipping/Direct to Gaylord National	March 3, 2016*	
Exhibitor Staff Registration	March 6, 2016	

*Refer to the targeted move-in floorplan for when you can begin moving in.