



EXHIBITOR CHECKLIST

<input type="checkbox"/>	RIGHT AWAY	DEADLINE
<input type="checkbox"/>	Review Booth Display Guidelines and What's Included With My Booth	Right Away
<input type="checkbox"/>	Update your Listing in the Online Directory and Mobile App	Right Away
<input type="checkbox"/>	Register for your Complimentary Exhibitor Badges sent by email from FMI register@fmi.org	Right Away
<input type="checkbox"/>	Begin reviewing Food Sampling Rules and Regulations and required forms	Right Away
<input type="checkbox"/>	Register for the Exhibitor Webinar, taking place January 16 at 2:00 pm EDT	Right Away
<input type="checkbox"/>	Review the Marketing Tool Kit , and promote your participation in the event	Right Away
<input type="checkbox"/>	JANUARY	DEADLINE
<input type="checkbox"/>	Register for and attend the Exhibitor Webinar at 2:00 pm EDT	January 16
<input type="checkbox"/>	Purchase Additional Badges by the Early Bird Discount Deadline	January 22
<input type="checkbox"/>	Last day to cancel or downsize booth space without penalty	January 24
<input type="checkbox"/>	FEBRUARY	DEADLINE
<input type="checkbox"/>	Required Food Sampling Forms and Catering Orders due – February 14	February 14
<input type="checkbox"/>	Booth Material shipments accepted at the Advance Warehouse (NO frozen or refrigerated product) February 21 – March 17	February 21 - March 17
<input type="checkbox"/>	Notice of Intent to Hire an EAC for GES due	February 21
<input type="checkbox"/>	EACs to submit the Agreement to the Rules and Regulations between GES and EAC and upload their Certificate of Insurance for GES	February 21
<input type="checkbox"/>	MARCH	DEADLINE
<input type="checkbox"/>	Last day to receive discounted rates on GES booth services and furnishings	March 3
<input type="checkbox"/>	World Center Marriott Hotel Block Reservations Cut-off	March 3
<input type="checkbox"/>	Last day to place orders with Lowe Rentals (refrigerated & frozen cases)	March 10
<input type="checkbox"/>	Last day to receive discounted rates for Electric, Plumbing, Air, Water	March 11
<input type="checkbox"/>	Last day to receive discounted rates for Internet & Telecommunications	March 14
<input type="checkbox"/>	Last day for Booth Material shipments to arrive at the Advance Warehouse	March 17
<input type="checkbox"/>	Refrigerated/Frozen product for the HOTEL (to cook and prep) accepted Direct to Show	March 19-21
<input type="checkbox"/>	Refrigerated/Frozen product for the BOOTH accepted Direct to Show	March 19-22
<input type="checkbox"/>	Booth Material shipments accepted Direct to Show	March 22-25
<input type="checkbox"/>	Purchase Food Sampling Insurance for the World Center Marriott	March 21
<input type="checkbox"/>	Download the Mobile App before heading to Orlando	March 21