



EXHIBITOR CHECKLIST

☐	JUNE	DEADLINE
☐	Super Early Bird Registration Ends (Full Conference)	June 30
☐	JULY	DEADLINE
☐	Exhibitor Portal Live	June 30
☐	AUGUST	DEADLINE
☐	Early Bird Registration Ends	August 07
☐	SEPTEMBER	DEADLINE
☐	Early Bird Registration Ends (Full Conference)	September 07
☐	OCTOBER	DEADLINE
☐	First day accepting shipments at advance warehouse	October 01
☐	Exhibitor Appointed Contractors (EAC) form due	October 01
☐	Certificate of Insurance Due	October 01
☐	Renaissance Toledo Reservation Deadline	October 02
☐	Hilton Garden Inn and Homewood Suites Reservation Deadline	October 05
☐	Custom Furniture Discount Deadline (AFR)	October 14
☐	Decorator Discount Deadline (ArtCraft Display)	October 14
☐	Premium Carpet / Graphics / Modular Display Orders Due	October 14
☐	Advance registration pricing ends	October 17
☐	Electrical / Internet Discount Deadline (Glass City Center)	October 21
☐	Registration Transfer Deadline	October 27
☐	Last day accepting shipments at advance warehouse	October 28
☐	NOVEMBER	DEADLINE
☐	First Day accepting direct to show shipments	November 01