



# Exhibitor Checklist

	Right Away	Deadline
<input type="checkbox"/>	Review <a href="#">Booth Display Guidelines</a> and <a href="#">What's Included With your Booth</a>	Right Away
<input type="checkbox"/>	<a href="#">Update your Listing</a> in the Online Directory and Mobile App	Right Away
<input type="checkbox"/>	<a href="#">Register</a> with your Complimentary Exhibitor Badges	Right Away
	May	Deadline
<input type="checkbox"/>	Housing opens	May 21
<input type="checkbox"/>	Registration opens	May 21
	June	Deadline
<input type="checkbox"/>	Exhibitor Portal live	June 10
	August	Deadline
<input type="checkbox"/>	Exhibitor Descriptions and Product Categories Due ( <i>printed guide</i> )	August 2
<input type="checkbox"/>	Early Bird Registration ends	August 20
	September	Deadline
<input type="checkbox"/>	First day accepting shipments at advance warehouse	September 16
<input type="checkbox"/>	Freeman discount deadline	September 17
<input type="checkbox"/>	Exhibitor Appointed Contractors (EAC) form due	September 19
<input type="checkbox"/>	Certificate of Insurance due	September 19
<input type="checkbox"/>	Pennsylvania Convention Center discount deadline ( <i>electrical, internet, plumbing and catering</i> )	September 23
<input type="checkbox"/>	Download the Mobile App before heading to the event	<b>Ready Now!</b>
	October	Deadline
<input type="checkbox"/>	Last day accepting shipments at advance warehouse	October 8
<input type="checkbox"/>	First day accepting direct to show shipments ( <i>early move-in only</i> )	October 15
<input type="checkbox"/>	First day accepting direct to show shipments ( <i>all exhibitors</i> )	October 16
<input type="checkbox"/>	Advance registration pricing ends	October 17