













EXHIBITOR CHECKLIST

BOOTH NEEDS & LOGISTICS

ACTION	LINK	DEADLINE
 Register your booth badges	Registration	Ongoing
 Order Your Lead Retrieval	Contact Your Account Manger	December 4 th
 Complete EAC Form & Process EAC Fee, <i>if applicable</i>	EAC Form	December 6 th
 Submit Vehicle Display Information, <i>if applicable</i>	Vehicle Display	December 6 th
 Submit Booth Alcohol Request, <i>if applicable</i>	Alcohol Request	December 6 th
 Material Handling- Freeman Advance Warehouse Shipping Begins	Freeman Labels	December 11 th
 Early Pricing Deadline for Freeman Online Orders Furnishing, Labor, Carpet	Freeman Store	December 13 th
 Early Pricing Deadline for Booth Security from DTA Security Services	DTA	December 14 th
 Early Pricing Deadline for Mandalay Bay Online Orders Audio Visual, Booth Catering, Cleaning Services, Electrical, Internet, Gas, Plumbing & Water	Mandalay Bay	December 26 th
 Reminder to order floral from National Plant and Floral	National Plant & Floral	December 26 th
 Reminder to order arrange services for booth Models & Talent	AVE	December 26 th
 Last Day Freeman Advance Warehouse Accepts Shipment	Freeman Labels	January 2 nd