

IMPORTANT DATE CHECKLIST

Deadline date	Completion date	Approval/order forms	Submit to
Oct. 25, 2024	___/___/___	Remaining balance due on booth space	Show management
Dec. 2, 2024	___/___/___	Second story booth space plans due	Show management
Dec. 6, 2024	___/___/___	Deadline to edit/update CTS onsite directory listing	Show management
Dec. 6, 2024	___/___/___	New Product Showcase form	Show management
Dec. 6, 2024	___/___/___	Drawing/giveaway approval request form	Show management
Dec. 6, 2024	___/___/___	Banner approval request form	Show management
Dec. 6, 2024	___/___/___	Mobile/Motorized Equipment Notification Form Due	Show management
Dec. 6, 2024	___/___/___	Animal Notification Form	Show management
Dec. 6, 2024	___/___/___	Performance approval request form	Show management
Jan. 2, 2025	___/___/___	Exhibitor liability insurance (<i>email COI to sales@rainprotection.net</i>)	Rainprotection
Jan. 2, 2025	___/___/___	Beginning of shipments to Freeman warehouse	Freeman
Jan. 2, 2025	___/___/___	Exhibitor appointed contractor (EAC) authorization	Show management
Jan. 2, 2025	___/___/___	Electrical order form	Freeman
Jan. 2, 2025	___/___/___	Arial lighting; plumbing; gases; order form	Freeman
Jan. 2, 2025	___/___/___	Balloons and other lighter-than-air objects agreement form	Freeman
Jan. 2, 2025	___/___/___	Carpet rental order form	Freeman
Jan. 2, 2025	___/___/___	Furnishings order forms	Freeman
Jan. 2, 2025	___/___/___	Exhibit rental order form	Freeman
Jan. 2, 2025	___/___/___	Labor order form	Freeman
Jan. 2, 2025	___/___/___	Move-in date change request	Freeman
TBD	___/___/___	Security order form	Swift
Jan. 13, 2025	___/___/___	Floral order form	TLC CPS
Jan. 13, 2025	___/___/___	Internet/network/telephone/cable TV service order form	SmartCity
Jan. 2, 2025	___/___/___	Deadline for hanging sign shipment	Freeman
Jan. 24, 2025	___/___/___	Deadline for shipments to Freeman warehouse	Freeman
Jan. 17, 2025	___/___/___	Deadline for Catering	SDCC
Jan. 17, 2025	___/___/___	Booth cleaning order form	SDCC
Jan. 20, 2025	___/___/___	Audio visual/computer order form	DMI Inc
Feb. 2, 2025	___/___/___	Beginning of shipment to convention center	Freeman