

**FABTECH****EXHIBITOR SERVICES PROGRESS CHECKLIST****SAVE THIS DOCUMENT TO YOUR FILES**

Deadline Date	Task (Click Link to Access Form)	Service Provider	Status (Click Dropdown)
06/19/2025	Lead Retrieval Services Early Bird Deadline	Maritz	
07/14/2025	EAC Forms – Online Submission Instructions	Online Submission	
07/23/2025	Send Hanging Sign to Advance Warehouse	Freeman	
07/23/2025	Send Freight to Advance Warehouse	Freeman	
07/31/2025	Lead Retrieval Services Advance Discount Rate	Maritz	
07/31/2025	Method of Payment	Freeman	
	Mobile Unit Services	Freeman	
	Unlimited Material Handling Package Plans	Freeman	
	Freight Questionnaire	Freeman	
	Exhibitor Decorator Package Plan	Freeman	
	Furnishings	Freeman	
	Flooring & Cleaning Services	Freeman	
	Scrap Removal	Freeman	
	Graphics/Artwork	Freeman	
	Labor	Freeman	
	Utilities	Freeman	
	Audio Visual Services	Freeman	
	Anchoring Services	Freeman	
	Bottled Gases	Freeman	
08/01/2025	Exhibit Transportation	MACC	
08/01/2025	Peninsula Booth / Walk Through Diagram Sent	Show Management anickert@sme.org	
08/02/2025	International Shipping Guidelines / Customs Broker Information	Masterpiece	
08/06/2025	Onsite Laser Safety Inspection Registration Form & Information Booklet	Laser Safety Officer	
08/08/2025	Exhibitor Booth Catering	OVG Hospitality	
08/11/2025	Plant/Floral Product Information & Order Form	Floral Exhibits	
08/12/2025	Technology Services	McCormick Place	
08/15/2025	Advance Warehouse Closes	Freeman	
08/18/2025	Hotel Reservations Deadline	onPeak	
08/22/2025	Exhibitor Booth Security Services Order Form	United Security	
08/25/2025	Order McCormick Place Parking	McCormick Place	
08/29/2025	Show Site Shipment Acceptance Begins	Freeman	