

EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Return/Submit To	Date Submitted
ASAP	Directory Information (Required)	Online Submission (through Exhibitor Hub)	
08/14/2025	Lead Retrieval Services <i>(Early Bird Discount Rate)</i>	Maritz	
09/19/2025	EAC Forms (Online Submission Instructions)	Online Submission (through Exhibitor Hub)	
09/25/2025	Lead Retrieval Online Ordering Information <i>(Advance Discount Rate)</i>	Maritz	
10/06/2025	Exhibit Transportation Services	Online - Freeman	
	Unlimited Material Handling Package Plan		
	Outbound Shipping Services		
	Furnishings		
	Carpet (Standard & Cut to Size)		
	Event Graphics & Signs		
	Display Installation & Dismantle Labor Services		
	Hanging Sign Labor Services		
	Structural Integrity Statement		
	Forklift/Rigging Labor Services		
	Scrap Removal Services		
	Audio Visual Services		
10/17/2025	Exhibitor Booth Catering	Sodexo	
10/18/2025	Telecommunications Services	Online - Smart City	
N/A	Request for Quote – Official Ground Freight Carrier	MACC, Inc.	