

# EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Submit To	Date Submitted
<b>ASAP</b>	Directory Information (Required)	Online Submission (through Exhibitor Hub)	
<b>07/31/2025</b>	Lead Retrieval Services Online Ordering <i>*Early Bird Rate*</i>	Maritz	
<b>09/05/2025</b>	EAC Forms – Online Submission Instructions	Online Submission (through Exhibitor Hub)	
<b>09/11/2025</b>	Lead Retrieval Services Online Ordering <i>*Advance Rate*</i>	Maritz	
<b>09/18/2025</b>	Method of Payment	Freeman	
	Exhibit Transportation		
	Outbound Shipping Services		
	Material Handling Services		
	Unlimited Material Handling Package Plan		
	Exhibitor Decorator Package Plan		
	Furnishings		
	Booth Flooring		
	Scrap Removal		
	Event Graphics & Signs		
	Display Labor (Install/Dismantle)		
	Forklift / Rigging Labor		
	Hanging Sign Labor		
	Structural Integrity Statement		
Chain Hoist-Truss-Sign Rigging			
<b>09/30/2025</b>	Audio Visual Services / Rigging	Encore	
<b>09/30/2025</b>	Electrical/Plumbing/Telecommunications (Online Ordering Required)	Greenville CC	
<b>TBD</b>	Exhibitor Booth Catering Menu & Order Form	OVG Hospitality	
<b>N/A</b>	Official Ground Freight Carrier – Quote Request	MACC, Inc.	