

# EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Submit To	Date Submitted
ASAP	Directory Information ( <b>Required</b> )	Online Submission (thru Exhibitor Hub)	
ASAP	Exhibitor Housing Reservations	onPeak	
07/17/2025	Lead Retrieval Services Online Ordering <i>*Early Bird Rate*</i>	Maritz	
08/18/2025	EAC Forms – Online Submission Instructions	Online Submission (thru Exhibitor Hub)	
08/28/2025	Lead Retrieval Services Online Ordering <i>*Advance Rate*</i>	Martiz	
09/01/2025	Rigging Services	Encore	
09/04/2025	Freeman Services <ul style="list-style-type: none"> <li>- Method of Payment</li> <li>- Exhibit Transportation Services</li> <li>- Outbound Shipping</li> <li>- Furnishings</li> <li>- Flooring</li> <li>- Scrap Removal</li> <li>- Event Graphics</li> <li>- Display Labor</li> <li>- Forklift Services</li> <li>- Electrical &amp; Plumbing</li> </ul>	Freeman	
09/16/2025	Exhibitor Booth Catering Menu & Order Form	ARAMARK	
09/16/2025	Telecommunication Services	Smart City	
N/A	Official Ground Freight Carrier – Quote Request	MACC, Inc.	