



# EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Submit To	Date Submitted
<b>ASAP</b>	Directory Information ( <b>Required</b> )	Online Submission (thru Exhibitor Hub)	
<b>ASAP</b>	Exhibitor Housing & Discounted Delta Airline Reservations Information	onPeak / Delta	
<b>02/20/2025</b>	Lead Retrieval Services ( <b>Early Bird Rate</b> )	Online Ordering (CDS)	
<b>03/24/2025</b>	EAC Form Submission Information	Online Submission (thru Exhibitor Hub)	
<b>04/03/2025</b>	Lead Retrieval Services ( <b>Advance Pricing</b> )	Online Ordering (CDS)	
<b>04/18/2025</b>	Hot Work Safety Certification ( <b>Required for 2025</b> )	Online thru NFPA.org	
<b>04/09/2025</b>	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/Rigging Services</li> <li>- Electrical</li> </ul>	Freeman Online	
<b>04/18/2025</b>	Hot Work Safety Certification ( <b>Required for 2025</b> )	Online thru NFPA.org	
<b>04/25/2023</b>	Air, Water & Drain Services Order Form & Method of Payment	Yard Plumbing	
<b>TBD</b>	Audio Visual Services Order Form	ATC Audio	
<b>05/06/2025</b>	Ethernet Hardwire Internet Services	WaveSPAN Communications	
<b>N/A</b>	Official Show Freight Carrier – Request for Quote	MACC, Inc.	