

EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Submit To	Date Submitted
ASAP	Directory Information (Required)	Exhibitor Dashboard	
ASAP	Exhibitor Housing & Delta Discount Travel Reservations Information	onPeak / Delta	
ASAP	Temporary Structure Rendering Submission (required for structures over 12' in height)	LACC	
ASAP	LADBS Temporary Structure Permit (required for structures over 12' in height)	LADBS	
04/19/2024	EAC Form Online Submission Instructions	Exhibitor Dashboard	
05/14/2024	Lead Retrieval Services Online Ordering *Early Bird Rate*	Convention Data Services	
05/30/2024	Lead Retrieval Services Online Ordering *Advance Discount Rate*	Convention Data Services	
05/23/2024	Freeman Exhibitor Services (Utilities & Electrical, Plumbing, Exhibit Packages, Flooring, Graphics, Cleaning, Shipping, etc.)	Freeman Online	
06/10/2024	Exhibitor Booth Catering Order Form	SAVOR	
TBD	Audio Visual Services Order Form	TBD	
TBD	Exhibitor Booth Security Services Order Form	TBD	
N/A	Official Ground Freight Carrier – Request for Quote	MACC, Inc.	