



EXHIBITOR SERVICES DEADLINE CHECKLIST

Deadline Date	Form	Return/Submit To	Date Submitted
ASAP	Directory Information (Required)	Submit Online thru Exhibitor Dashboard	
01/16/2025	Lead Retrieval Services (<i>Early Bird Rate</i>)	Online thru CDS	
02/17/2025	EAC Form Submission Instructions	Online Submission (thru Exhibitor Dashboard)	
02/27/2025	Lead Retrieval Services (<i>Advance Discount Rate</i>)	Online thru CDS	
03/03/2025	Compressed Gas Use Approval Form	SME	
03/06/2025	Electrical Services	Freeman	
	Exhibit Transportation Services		
	Material Handling Services		
	Machinery Handling Rate Information		
	Outbound Shipping Services		
	Furnishings		
	Flooring		
	Scrap Removal Services		
	Showcases		
	Event Graphics-Artwork Guidelines		
	Display Installation/Dismantle Services		
	Forklift/Rigging Labor Services		
Hanging Sign Labor Services			
03/11/2025	Exhibitor Hotel Reservations	Online thru onPeak	
03/19/2025	Huntington Place Facility Services Ordering Information Catering/Cleaning/Plumbing/Technology Services	Online thru Huntington Place	
TBD	Plant & Floral Products Order Form	Floral Exhibits	
N/A	Request for Quote – Official Ground Freight Carrier	MACC, Inc.	
	Exhibitor Booth Security Services Order Form	TBD	