

* Denotes Discount Pricing Deadline

Deadline Date	Form	Submit To	Submitted
May 31	Bottled Gases Order Form	NexAir	
July 23	Lead Retrieval Services & Online Ordering Information*	CDS	
August 12	Exhibitor Appointed Contractor (EAC) Authorization Form	Exhibitor Dashboard	
August 16	Special Demonstration (Welding/Spraying/Dipping) Permit Form	Show Management	
August 23	Add New Products	Exhibitor Dashboard	
August 23	Directory Information (Required)		
August 29	Advance Warehouse Receiving Freight Starts	Freeman	
September 4	Exhibitor Laser Safety Registration Form	Laser Safety Officer	
September 4	Display Installation & Dismantle Labor Order Form*	Freeman	
	Booth Cleaning Services Order Forms*		
	Freight Target Change Request		
	Scrap Removal Services Order Form*		
	Flooring Order Form*		
	Exhibit Accessories Order Form*		
	Mobile Unit & Vehicle Spotting Order Form*		
	Unlimited Material Handling Package Plans Order Form*		
	Exhibitor Decorator Package Plan Order Form*		
	Event Graphics Order Form/Artwork Guidelines*		
	Furnishings Order Forms*		
	Accessories Order Form*		
	Millwright Labor Order Form*		
	Forklift & Rigging Labor Order Form*		
Hanging Sign Assembly & Dismantling Labor Order Form*			
September 10	Wireless Internet Services Order Form*	Smart City	
	Telecommunications & Network Services Order Form*		
September 10	Electrical Order Form*	OCCC	
	Plumbing & Compressed Air Order Form*		
	Floor Anchoring Order Form*		
	Multi-Level Request Order Form*		
	Natural Gas & Propane Order Form*		
	Fire Extinguisher(s) Order Form*		
	Overhead Rigging Order Form*		
Lighting Order Form*			
September 15	Hotel Reservation Cutoff Date	onPeak	
September 15	Plant & Floral Services Order Form	Floral Exhibits	
September 19	Advance Warehouse Freight Deadline	Freeman	
October 1	Exhibitor Booth Catering Menus/Order Form	Sodexo Live	