

# Deadline Checklist



DEADLINE	ITEM	SECTION	<input checked="" type="checkbox"/>
Now	Read over the Rules & Regulations section	Regulations	
Now	Submit your Exhibitor & Product Information for Expo Plant	Promotional Opportunities	
Now	Update Company information in Exhibitor Resource Center	Exhibitor Resource Center	
April 14, 2014	<b>First day the Advanced warehouse will accept shipments</b>	Shipping And Material Handling	
April 18, 2014	Notify PPAI & Everest of intention to use an independent contractor	Decorator Information	
May 1, 2014	Deadline to order audio visual/computer from PSAV	Additional Services	
May 5, 2014	Deadline to order additional security from ACCC	Additional Services	
May 5, 2014	Deadline to order booth cleaning from the ACCC	Additional Services	
May 5, 2014	Deadline to order electrical from the ACCC	Utilities	
May 5, 2014	Deadline to order phone/internet connections from the ACCC	Utilities	
May 5, 2014	Deadline to order water/plumbing from the ACCC	Utilities	
May 8, 2014	Deadline to complete and mail in the EAC Form and Insurance to PPAI	Exhibitor Appointed Contractor	
May 8, 2014	Deadline to arrange for overhead signs and banners with Everest	Labor	
May 8, 2014	Deadline to complete the Shipping/Material Handling Form	Shipping And Material Handling	
May 8, 2014	Deadline to order any furnishings from Everest	Decorator Information	
May 8, 2014	Deadline to order display labor from Everest	Labor	
May 8, 2014	Deadline to order Fill-In Carpet (9x10 booth carpet is provided to all inline booths, 10x10 for islands & peninsulas.)	Decorator Information	
May 8, 2014	Deadline to order MIS Custom Rental Exhibits from Everest	Decorator Information	
May 8, 2014	Deadline to order signs from Everest	Decorator Information	
May 8, 2014	Deadline to order floral from Everest	Additional Services	
May 14, 2014 By 3:00pm	<b>Last day shipments are accepted at the Advanced warehouse</b>	Shipping/Material Handling	
TBD	Deadline to order your Lead Retrieval Unit from CDS	Additional Services	

As of 11/07/2013