

# Deadline Checklist



DEADLINE	ITEM	SECTION
Now	Read over the Rules & Regulations section	<a href="#">Rules and Regulations</a>
Now	Update Company information for SAGE Mobile (Official Show Planner)	<a href="#">Exhibitor Resource Center</a>
April 17, 2018	Deadline to order your Lead Retrieval Unit from Experient (Early Rate)	<a href="#">Services and Vendors</a> (Booth Requests:)
May 11 <sup>th</sup> , 2018	<b>First day the Advanced warehouse will accept shipments</b>	<a href="#">Services and Vendors</a> (Shipping and Material Handling)
May 21, 2018	Deadline to order additional security from ACCC	<a href="#">Services and Vendors</a> (Booth Requests:)
May 21, 2018	Early Rate Deadline to order booth cleaning from the ACCC	<a href="#">Services and Vendors</a> (Booth Requests:)
May 21, 2018	Early Rate Deadline to order electrical from the ACCC	<a href="#">Services and Vendors</a> (Utilities)
May 21, 2018	Deadline to order phone/internet service from ACCC/Smart City (For Incentive pricing orders must be received 15 days prior to move in)	<a href="#">Services and Vendors</a> (Utilities)
May 21, 2018	Early Rate Deadline to order water/plumbing from the ACCC	<a href="#">Services and Vendors</a> (Utilities)
June 1 <sup>st</sup> , 2018	Early Rate Deadline to order audio visual/computer from PSAV	<a href="#">Services and Vendors</a> (Booth Requests:)
June 4 <sup>th</sup> , 2018	Deadline to complete and mail in the EAC Form and Insurance to Everest	<a href="#">Services and Vendors</a> (Exhibitor Appointed Contractor)
June 4 <sup>th</sup> , 2018	Notify PPAI & Everest of intention to use an independent contractor	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to order any furnishings from Everest	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to order MIS Custom Rental Exhibits from Everest	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to arrange for overhead signs and banners with Everest	<a href="#">Services and Vendors</a> & <a href="#">Hanging Labor</a>
June 4 <sup>th</sup> , 2018	Deadline to complete the Shipping/Material Handling Form	<a href="#">Services and Vendors</a> (Shipping and Material Handling)
June 4 <sup>th</sup> , 2018	Deadline to order signs from Everest	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to order display labor from Everest	<a href="#">Services and Vendors</a> (Labor)
June 4 <sup>th</sup> , 2018	Deadline to order Cut & Lay Carpet (9x10 booth carpet is provided to all inline booths, 10x10 for islands & peninsulas.)	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to order floral from Everest	<a href="#">Services and Vendors</a> (Decorator Services)
June 4 <sup>th</sup> , 2018	Deadline to upload Product Pavilion Entry Info for SAGE Mobile (Official Show Planner)	<a href="#">Exhibitor Resource Center</a>
June 5 <sup>th</sup> , 2018 By 3:00pm	<b>Last day shipments are accepted at the Advanced warehouse</b>	<a href="#">Services and Vendors</a> (Shipping/Material Handling)
June 10 <sup>th</sup> , 2018	<b>First day shipments will be accepted on-site at ACCC</b>	<a href="#">Services and Vendors</a> (Shipping/Material Handling)