

2020 Exhibitor Service Manual
Deadlines Checklist



DEADLINE	ITEM	SECTION
Now	Read over the Rules & Regulations section	Rules and Regulations
Now	Update Company information for SAGE Mobile (Official Show Planner)	Exhibitor Resource Center
April 17, 2020	Deadline to order your Lead Retrieval Unit from Experient (Early Rate)	Services and Vendors (Booth Requests:)
May 4, 2020	First day the Advanced warehouse will accept shipments (Shipping Label)	Services and Vendors (Shipping and Material Handling)
May 13, 2020	Deadline to order phone/internet service from ACCC/Smart City (For Incentive pricing orders must be received 15 days prior to move in)	Services and Vendors (Utilities)
May 20, 2020	Deadline to order additional security from ACCC	Services and Vendors (Booth Requests:)
May 20, 2020	Early Rate Deadline to order booth cleaning from the ACCC	Services and Vendors (Booth Requests:)
May 20, 2020	Early Rate Deadline to order electrical from the ACCC	Services and Vendors (Utilities)
May 20, 2020	Early Rate Deadline to order water/plumbing from the ACCC	Services and Vendors (Utilities)
May 21, 2020	Early Rate Deadline to order audio visual/computer from PSAV	Services and Vendors (Booth Requests:)
May 17, 2020	Deadline to Upload Product Pavilion Entry info into the ERC to ensure it's displayed in SAGE Mobile and receive a QR Code sign in the pavilion	Exhibitor Resource Center
May 22, 2020	Deadline to complete and mail in the EAC Form and Insurance to Everest	Services and Vendors (Exhibitor Appointed Contractor)
May 22, 2020	Notify PPAI & Everest of intention to use an independent contractor	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to order any furnishings from Everest	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to order MIS Custom Rental Exhibits from Everest	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to arrange for overhead signs and banners with Everest	Services and Vendors (Labor)
May 22, 2020	Deadline to complete the Shipping/Material Handling Form	Services and Vendors (Shipping and Material Handling)
May 22, 2020	Deadline to order signs from Everest	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to order display labor from Everest	Services and Vendors (Labor)
May 22, 2020	Deadline to order Cut & Lay Carpet (9x10 booth carpet is provided to all inline booths, 10x10 for islands & peninsulas.)	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to order floral from Everest	Services and Vendors (Decorator Services)
May 22, 2020	Deadline to upload Product Pavilion Entry Info for SAGE Mobile (Official Show Planner)	Exhibitor Resource Center
May 22, 2020 By 3:00pm	Last day shipments are accepted at the Advanced Warehouse	Services and Vendors (Shipping/Material Handling)
June 2, 2020	First day shipments will be accepted on-site at ACCC (Shipping Label) (Please note that shipments that arrive anytime on the weekend or after 3:00pm on the weekdays will be subject to overtime rates)	Services and Vendors (Shipping/Material Handling)

For questions, please contact PPAI Show Management at 888.426.7724 or email us at expoesk@ppai.org.