

Checklist

Item	Complete Prior To	Refer To Bookmark	Check
Hotel/Air Travel/Rental Car	ASAP	Housing/Registration/Travel	<input type="checkbox"/>
Final Payment	August 15	Exhibit Prospectus—Page 10	<input type="checkbox"/>
Exhibitor Designated Contractor Authorization	August 22	EDC's—New! Online Form	<input type="checkbox"/>
Giveaway Request	August 22	General Information/Exhibit Booth Activities	<input type="checkbox"/>
Hanging Sign Blueprints	August 22	Hanging Signs	<input type="checkbox"/>
Island Floor Plans	August 22	General Information/Exhibit Booth Design	<input type="checkbox"/>
Laser Safety Checklist	August 22	General Information/Exhibit Booth Activities	<input type="checkbox"/>
Tabletop Design Variance Requests	August 22	General Information/Exhibit Booth Design	<input type="checkbox"/>
Wet Lab Request	August 22	General Information/Exhibit Booth Activities	<input type="checkbox"/>
Online Registration Opens	August 27	Housing/Registration/Travel	<input type="checkbox"/>
EyeNet November/December Issue	September 24	Marketing	<input type="checkbox"/>
EyeNet Academy News	September 24	Marketing	<input type="checkbox"/>
Hotel Rooming List	September 24	Housing/Registration/Travel	<input type="checkbox"/>
Academy Mailing Labels	September 26 (Intl)	Marketing	<input type="checkbox"/>
Advance Rep Registration Ends	October 1	Housing/Registration/Travel	<input type="checkbox"/>
Warehouse Begins Accepting Advance Freight	October 1	Rigging/Freight/Shipping	<input type="checkbox"/>
GWCC Early Bird Discount (Online Orders)	October 2	Ancillary Services	<input type="checkbox"/>
EDC Certificate of Insurance	October 3	EDC's	<input type="checkbox"/>
Booth Security	October 8	Ancillary Services	<input type="checkbox"/>
Lead Management Systems (Discount)	October 8	Lead Retrieval	<input type="checkbox"/>
Academy Mailing Labels	October 10 (Domestic)	Marketing	<input type="checkbox"/>
Catering	October 12	Ancillary Services	<input type="checkbox"/>
Internet Services*	October 12	Ancillary Services	<input type="checkbox"/>
Telephone*	October 12	Ancillary Services	<input type="checkbox"/>
Utilities—Electrical, Plumbing, etc*	October 12	Ancillary Services	<input type="checkbox"/>
Computers	October 17	Ancillary Services	<input type="checkbox"/>
Freeman Audio Visual Solutions	October 17	Ancillary Services	<input type="checkbox"/>
Final Request to Exhibit Additional Products/Services	October 20	Exhibit Prospectus—Page 4	<input type="checkbox"/>
Display Labor	October 21	Freeman Services	<input type="checkbox"/>
Rental Exhibit, Carpet	October 21	Freeman Services	<input type="checkbox"/>
Rental Furniture, Signs, Cleaning	October 21	Freeman Services	<input type="checkbox"/>
Standard Booth Sign	October 21	Freeman Services	<input type="checkbox"/>
Hanging Signs due at Warehouse	October 24	Hanging Signs	<input type="checkbox"/>
Hotel Literature Distribution	October 24	Marketing	<input type="checkbox"/>
Full Online Registration Closes	October 24	Housing/Registration/Travel	<input type="checkbox"/>
Lead Management Systems (Final)	October 23	Lead Retrieval	<input type="checkbox"/>
Floral/Photography	October 21	Ancillary Services	<input type="checkbox"/>
Last Day Advance Freight Accepted at Warehouse	October 31	Rigging/Freight/Shipping	<input type="checkbox"/>
Freight to Convention Center	November 5	Rigging/Freight/Shipping	<input type="checkbox"/>

*Receive a 20% discount for submitting your orders for these services online by the dates shown above.