

Item	Complete Prior To	Refer to this section
<input type="checkbox"/> Sleeping Rooms/Meeting Space	ASAP	Official Hotels
<input type="checkbox"/> Exhibitor Registration Opens	July 24	Exhibitor Registration
<input type="checkbox"/> EyeNet's Exhibitor Guide	Aug. 5	Marketing
<input type="checkbox"/> Exhibitor Designated Contractor (EDC) Authorization	Aug. 2	Exhibitor Designated Contractors
<input type="checkbox"/> EyeNet AAO 2019 News	Aug. 16	Marketing
<input type="checkbox"/> ShowMap Checklist items (2 points)	Aug. 21	Marketing Opportunities
<input type="checkbox"/> Final Payment	Aug. 9	Exhibit Space
<input type="checkbox"/> General Liability Agreement	Aug. 23	Booth Activities
<input type="checkbox"/> Hanging Sign Blueprints	Aug. 23	Aerial Rigging/Hanging Signs
<input type="checkbox"/> Island Floor Plans	Aug. 23	Booth Construction
<input type="checkbox"/> Laser Safety Checklist	Aug. 23	Booth Activities
<input type="checkbox"/> Wet Lab Request	Aug. 23	Booth Activities
<input type="checkbox"/> Final Request-Exhibit Additional Products/ Services	Aug. 27	Booth Activities
<input type="checkbox"/> Lead Management Systems (Advanced Rate)	Aug. 14	Other Services
<input type="checkbox"/> Hotel Rooming Lists	Aug. 28	Official Hotels
<input type="checkbox"/> Giveaway Request	Aug. 23	Booth Activities
<input type="checkbox"/> Lead Management Systems	Aug. 29	Other Services
<input type="checkbox"/> EDC Certificate of Insurance	Sept. 6	Exhibitor Designated Contractors
<input type="checkbox"/> Warehouse Begins Accepting Advance Freight	Sept. 9	Shipping
<input type="checkbox"/> Academy Mailing Labels (Int'l)	Sept. 27	Marketing Opportunities
<input type="checkbox"/> Academy Mailing Labels (Domestic)	Sept. 27	Marketing Opportunities
<input type="checkbox"/> Computers/Monitors	Sept. 17	Freeman AV
<input type="checkbox"/> Freeman Audio Visual Solutions	Sept. 17	Other Services
<input type="checkbox"/> Rental Furniture, Signs, Cleaning	Sept. 17	Furnishings, Carpet & Cleaning
<input type="checkbox"/> Standard Booth Sign	Sept. 17	Rental Exhibits & Graphics
<input type="checkbox"/> Display Labor	Sept. 17	Labor Services
<input type="checkbox"/> Rental Exhibit, Carpet	Sept. 17	Furnishings, Carpet & Cleaning
<input type="checkbox"/> Utilities - Plumbing, etc.	Sept. 17	Utilities
<input type="checkbox"/> Electrical	Sept. 17	Utilities
<input type="checkbox"/> Catering	Sept. 27	Other Services
<input type="checkbox"/> Freight to Convention Center	Oct 8	Shipping
<input type="checkbox"/> Booth Security	Sept. 17	Other Services
<input type="checkbox"/> Telephone/Internet Services	Sept. 17	Other Services
<input type="checkbox"/> Floral	Sept. 26	Other Services
<input type="checkbox"/> Hanging Signs due at Warehouse	Oct 1	Aerial Rigging/Hanging Signs
<input type="checkbox"/> Last day for Advance Freight at Warehouse	Sept. 30	Shipping
<input type="checkbox"/> Hotel Literature Distribution (Door Drop)	Sept. 16	Marketing Opportunities

All services may be added on site, however in most instances the costs increase.