

DEADLINE	ACTION
Ongoing	<b>Share your Customer VIP Code</b> – offer your customers and contacts FREE Expo-Only or 20% off their Conference + Expo registration. Your code is the word "VIP" + booth number (Ex: Booth 129 = VIP129)
Ongoing	<b>Submit a Press Release</b> announcing a new product or highlighting what you'll be showcasing at the Show to be posted on the event website. <a href="#">ASSEMBLY Show Exhibitors</a>   <a href="#">Quality Show Exhibitors</a>
August 4	<b>Company listing</b> for interactive floor plan, Show Program and event mobile app.
August 14	<b>Certificate of Liability Insurance due (required).</b> <a href="#">View requirements</a>
August 24	<b>First day for Advance Warehouse shipments</b>
September 25	<p><b>Discount pricing deadline for booth services</b> Order through Rosemont Exposition Services (RES). See the <a href="#">Exhibitor Service Manual</a> for details and ordering instructions (page 12).</p> <ul style="list-style-type: none"> <li>○ Carpet (<b>carpet or floor covering is required</b>)</li> <li>○ Furniture</li> <li>○ Electric</li> <li>○ Plumbing (Compressed Air / Water)</li> <li>○ Booth Cleaning</li> <li>○ Audio Visual</li> <li>○ Floral</li> <li>○ Food and Beverage catering</li> <li>○ Labor</li> <li>○ Shipping &amp; Labels</li> </ul>
September 27	<b>Lead Retrieval early bird discount deadline.</b> <a href="#">Order form</a>
September 30	<b>Register your booth staff.</b> Exhibitors receive (3) complimentary badges per 100nsf paid exhibit space. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). <b>Need your code resent?</b> <a href="#">Email registration.</a>
October 4	<b>Hotel discount deadline.</b> Book within the <a href="#">official Show hotel block</a> for the best rates within walking distance of the convention center. Rooms sell out quickly, so book early.
October 12	<b>Hanging sign deadline</b> for island and peninsula booths 20'x20' and larger.
October 14	<b>EAC form due to RES</b> ( <i>required only if you are using an Exhibitor Appointed Contractor to install or dismantle your booth</i> ) Form is on page 9 of the Exhibitor Service Manual
October 20	<b>Last day for Advance Warehouse shipments</b>
October 22-26 – only	<b>Direct-to-Show Site shipments accepted</b> <i>Reminder* the Show will cover your on-site material handling fees when you ship directly to show site.</i>

Move-in/out schedules and exhibit hall hours are available in the Exhibitor Service Manual and event website.

**Bookmark the [Exhibitor Information & Resources](#) page for additional details on these deadlines and helpful tools for planning your exhibit experience.**

WHO TO ASK   OFFICIAL SHOW CONTRACTORS & EVENT STAFF	
<b>Registration</b>	Winter Anderson, Registration Manager, <a href="mailto:TAS@executiveevents.com">TAS@executiveevents.com</a> or 844-644-7449
<b>Booth Orders/Services</b>	Rosemont Exposition Services (RES), <a href="mailto:customerservice@rosemontexpo.com">customerservice@rosemontexpo.com</a>
<b>Lead Retrieval</b>	Fetch, <a href="mailto:fetch@executiveevents.com">fetch@executiveevents.com</a>
<b>Exhibitor Insurance</b>	Rainprotection Insurance, <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a>
<b>Hotel Reservations</b>	Executiveevents, <a href="mailto:BNPhousing@executiveevents.com">BNPhousing@executiveevents.com</a> or 844-644-7449
<b>Event Operations &amp; Logistics</b>	Katie Abbott, Sr. Event Manager, <a href="mailto:abbottk@bnpmmedia.com">abbottk@bnpmmedia.com</a> or 847-815-3946
<b>Exhibit/Sponsor Support</b>	Randi Shelton, Event Coordinator <a href="mailto:sheltonr@bnpmmedia.com">sheltonr@bnpmmedia.com</a> or 248-786-1218