

# Action Item Checklist

**October 9 - 11, 2023 • Mandalay Bay Convention Center • Halls E & F • Las Vegas, NV**

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

| Due Date    | Order Form   | Return to   |
|-------------|--|---|
| ASAP        | Exhibitor Badge Registration   | <a href="#">Submit Electronically</a>                                       |
| ASAP        | Hotel Reservation  | <a href="#">Eventsphere</a><br>Questions? <a href="#">Email</a>             |
| ASAP        | Show Directory Information Listing<br>- Exhibitors will receive a welcome email with this information  | Show Management   |
| August 1    | Tiered Lead Retrieval Forms<br>- Tier 1: <b>On or before 8/1/23</b><br>- Tier 2: 8/2/23 – 9/12/23<br>Tier 3: After 9/12/23   | <a href="#">Maritz Global Events</a><br><a href="#">Email</a>               |
| September 1 | Certificate of Insurance<br>- All Exhibiting Companies   | <a href="#">Submit Electronically</a>                                       |
|             | Purchase Exhibitor Insurance (if needed)   | <a href="#">Purchase Electronically</a><br>with Marsh/Total Event Insurance |
| September 6 | Event Graphics Order Form due date<br>- 15% surcharge approved on or after 9/7<br>- 30% surcharge approved on or after 9/23<br>- 50% surcharge approved on or after 10/7 | <a href="#">Freeman</a>   |
| September 8 | Hanging Sign Approvals   | <a href="#">Submit Electronically</a>                                       |
| September 8 | <b>Advance Shipments</b> to the Freeman Warehouse Begins<br>- <b>Accepted through Sunday, October 3 without surcharge</b>  | <a href="#">Freeman</a><br><a href="#">Shipping Labels</a>                  |
| September 6 | Event Graphics Order Form<br>15% surcharge approved on or after 9/7<br>30% surcharge approved on or after 9/23<br>50% surcharge approved on or after 10/7                | <a href="#">Freeman</a>   |
| September 8 | Catered Food & Beverage<br>- Sampling Authorization Form<br>Booth Food & Beverage Buyout Application   | <a href="#">Mandalay Bay Convention Center</a><br><a href="#">Email</a>     |
| September 8 | Internet and Phone Services  | <a href="#">Mandalay Bay Convention Center</a>                              |
| September 8 | Plants & Floral Order Form   | <a href="#">National Floral &amp; Plant</a><br><a href="#">Email</a>        |
| September 8 | Electrical & Booth Cleaning  | <a href="#">Mandalay Bay Convention Center</a><br><a href="#">Email</a>     |

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|---------------|---|--|
| September 8   | Booth Security  | <a href="#">SOA Order Form Email</a>                                 |
| September 11  | Exhibitor Appointed Contractor (EAC) Designation and Registration Forms Required by company that is hiring an outside contractor to install or dismantle booth. | <b>NEW!</b> <a href="#">EAC Process</a>                              |
| September 11  | Carpet  | <a href="#">Freeman</a>  |
| September 11  | Tables & Accessories  | <a href="#">Freeman</a>  |
| September 11  | Freeman Rental Exhibits   | <a href="#">Freeman</a>  |
| September 11  | Material Handling Rates   | <a href="#">Freeman</a>  |
| September 11  | Freight Services  | <a href="#">Freeman</a>  |
| September 11  | Labor   | <a href="#">Freeman</a>  |
| October 8     | <b>Direct Shipments</b> to Mandalay Bay Convention Center Begin<br>- <b>Shipment arriving before this date may be refused by the facility.</b>                  | <a href="#">Freeman Shipping Labels</a>                              |
| Prior to Show | Audio Visual  | <a href="#">SmartSource Email</a>                                    |
| Prior to Show | International Freight Shipping  | <a href="#">Phoenix International Business Logistics, Inc. Email</a> |