



## Deadlines Checklist

Deadline	Task	Date Completed <i>(for company records only)</i>
<b>October 31</b>	Deadline to submit free company description <i>Description can be max 50 words</i>	
<b>November 3</b>	Deadline to submit show guide artwork	
<b>November 3</b>	Deadline for logo upgrade in show guide	
<b>November 8</b>	Freeman Services will begin to accept material to warehouse location	
<b>November 10</b>	Due Today: Exhibitor Appointed Contractor Form <i>Please e-mail to Dana Ronan at <a href="mailto:dronan@accessintel.com">dronan@accessintel.com</a></i>	
<b>November 10</b>	Deadline to book a hotel room at discounted price. Our host hotel is the Hilton Americas. <i>*Please contact Dana Ronan at <a href="mailto:dronan@accessintel.com">dronan@accessintel.com</a> with any questions.</i>	
<b>November 15</b>	Ends Today: Freeman Services Discount Take advantage for discounted online pricing of furniture, carpet, etc. <i>All booths are required to have floor covering.</i>	
<b>November 17</b>	Due Today: Certificate of Insurance Form	
<b>November 18</b>	End Today: Convention Center Advanced Rate Take advantage of discounted online pricing of electric, internet, catering, cleaning, plumbing, security & telephone	
<b>November 27</b>	Ends Today: PSAV Advanced Rate Take advantage of discounted online pricing on AV needs from PSAV.	
<b>November 29</b>	Advanced Shipping to Freeman Warehouse ENDS on this date. <i>Material arriving after November 29 will receive an additional charge</i>	
<b>December 1</b>	Deadline to submit Lead Retrieval Discount Form You can rent your scanner online at <a href="http://www.customreg.com/leads">www.customreg.com/leads</a> and use code: <b>GULF17</b>	
<b>December 3</b>	EXHIBITORS ATTENDING CONFERENCE SESSIONS: <b>Last Day for Pre-Registration Discount</b>	
<b>December 4</b>	Onsite Shipping to George R. Brown Begins <i>Shipments arrived BEFORE 9:00AM may be refused</i>	