

Exhibitor Deadlines

January 4-8, 2020 • Miami Beach Convention Center • Miami, Florida

Take action, be organized and save your company money! 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 up to 40% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you to the show.

Complete	Due Date	Order Form	Service Provider
	Immediately	Review Exhibitor Manual & Upcoming Deadlines	Show Management
	September 2	Order Physical Guest Passes or Postcards	Show Management
	October 5	Pay Exhibit Space Balance Due (See Invoice)	Show Management
	November 20	Show Directory Ad Insertion	Show Management
	November 20	Show Directory Ad Creative Deadline	Show Management
	November 30	Private Security Guard	Reliable Security Services
	December 1	Booth Share (Co-Exhibitor) Application	Show Management
	December 6	Deadline for Safe Orders	Rolland
	December 14	Discount Deadline for Electrical Orders	Edlen
	December 20	Submit Certificate of Insurance - REQUIRED	Show Management
	December 20	Order Lighting Package (On-site orders not guaranteed available)	Show Management
	ASAP	Deadline for Showcase Orders	Atlantic Rentals
	ASAP	Exhibitor Badge Registration - REQUIRED	Show Management