

**March 12-16, 2021 • 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
	ASAP	Order Showcase Rentals	Atlantic Rentals
	ASAP	<a href="#">Register for Exhibitor Badges</a> - REQUIRED	Show Management
	December 12	Pay Exhibit Space Balance Due	Show Management
	January 22	Submit Show Directory Information (Company Description, Advertisement, if applicable)	Show Management
	January 22	Sponsorship Deliverables Due	Show Management
	February 1	Order Your Safe Rental	Rolland
	February 3	Order Lighting Package (On-site orders are not guaranteed)	Show Management
	February 3	Order Package Tables (Antique Exhibitors ONLY)	EXPO
	February 10	Order Private Security Guard	Reliable Security Services
	February 19	Place Your Electrical Orders	Edlen
	March 1	Fill Out Booth Share (Co-Exhibitor) Application	Show Management
	March 1	Complete and submit <a href="#">Sabbath Form</a>	Show Management
	March 1	<a href="#">Submit Certificate of Insurance</a> - REQUIRED	Show Management