

# Action Item Checklist

January 20-23, 2022 • 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
	October 5	Pay Exhibit Space Balance Due (See Invoice)	Show Management
	November 5	<a href="#">Order General Liability Insurance Coverage</a>	Total Event
	December 1	Show Directory Ad Creative Deadline	Show Management
	December 10	<a href="#">Discount Deadline for Safe Rental</a>	Rolland Safe
	December 15	<a href="#">Submit Free Table Order Form</a> <b>ANTIQUE EXHIBITORS ONLY</b>	EXPO
	December 15	<a href="#">Early Pricing Deadline for Security Guard Order</a>	Reliable Security Services
	December 17	<a href="#">Discount Deadline for Showcase Rentals</a>	Atlantic Rentals
	December 20	<a href="#">Shipping to Advanced Warehouse Begins</a>	EXPO
	December 30	Discount Deadline for <a href="#">Electrical Orders</a>	Edlen
	January 4	<a href="#">Discount Deadline to order additional furnishings, booth accessories, pegboards, and art walls.</a>	EXPO
	January 7	<a href="#">Submit Certificate of Insurance</a> — <b>REQUIRED</b>	Show Management
	January 7	Order Lighting Package (On-site orders are not guaranteed)	Show Management
	January 18	<a href="#">Direct Shipments to Show Site Allowed</a>	EXPO
	January 20	<a href="#">Exhibitor Badge Registration</a> - <b>REQUIRED</b>	Show Management