



Deadlines Checklist

Deadline	Task	Date Completed <i>(for company records only)</i>
October 10	Deadline to submit free company description <i>Description can be max 50 words</i>	
October 12	Freeman Services will begin to accept material to warehouse location	
October 17	Deadline to submit show guide artwork <i>Please contact Anastasia Bisson at abisson@accessintel.com to purchase</i>	
October 17	Deadline for logo upgrade in show guide <i>Please contact Anastasia Bisson at abisson@accessintel.com to purchase</i>	
October 19	End Today: Convention Center Advanced Rate Take advantage of discounted online pricing of electric, internet, catering, cleaning, plumbing & telephone	
October 21	Due Today: Exhibitor Appointed Contractor Form <i>Please e-mail to Dana Ronan at dronan@accessintel.com</i>	
October 21	Deadline to book a hotel room at discounted price. To book a room, visit our official housing provider, MCI Group, online here . <i>*Please contact Dana Ronan at dronan@accessintel.com with any questions.</i>	
October 22	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>	
October 26	Due Today: Certificate of Insurance Form	
November 2	Deadline to submit Lead Retrieval Discount Form You can rent your scanner online at www.customreg.com/leads and use code: GULF18	
November 5	Advanced Shipping to Freeman Warehouse ENDS on this date. <i>Material arriving after November 5th will receive an additional charge</i>	
November 9	EXHIBITORS ATTENDING CONFERENCE SESSIONS: Last Day for Pre-Registration Discount	
November 12	Onsite Shipping to Ernest N Morial Begins <i>Shipments arrived BEFORE 9:00AM may be refused</i>	