

EXHIBITOR DEADLINE DATES CHECKLIST

<u>Deadline Date</u>	<u>Information/Forms</u>	<u>Item Completed</u>
	Installation & Dismantle Order Form Forklift / Rigging Labor Form Electrical Order Form Subject to 50% charge for orders after the deadline Electrical Labor Form Subject to 50% charge for orders after the deadline	_____ _____ _____ _____ _____
August 15, 2025	Air/Water/Drain/Gas Order Form Audio Visual Order Form Hanging Truss & Chain Hoist Form	_____ _____ _____
August 15, 2025	Sodexo finalized orders due	_____
August 20, 2025	FloralExhibits discount deadline	_____
August 24, 2025	Oscar & Associates photography and videography discount deadline	_____
August 31, 2025	Lowe Refrigeration orders due	_____
September 6, 2025	Scootaround (mobility rentals) orders due	_____
September 8, 2025	Exhibitor Insurance Coverage deadline	_____
September 9, 2025	Direct to show shipments accepted Includes refrigerated and frozen storage (based on target move-in date) Show paperwork and labels Move-out check-in carrier – all carriers must be checked in by 2 PM	_____ _____ _____
	Corporate Meeting Program Form	_____

While the following services do not outline a deadline date on their forms for discounted rates, please place your order in advance **Recommended no later than 30 days prior to the start of the show – August 9** to make sure that services are delivered to your booth on time during the installation and operating periods of IBIE 2025.

Check the individual forms in the manual for confirmation of their dates, terms and conditions.