EXHIBITOR DEADLINE DATES CHECKLIST





AMBRICAN BAXES ASSOCIATION Retail Baken st America

Deadline Date Information/Forms **Item Completed ASAP** IBIE Marketing & Advertising Opportunities Brochure & Contract Register your complimentary lead retrieval Book hotel room September 10, 2024 Exhibitor Console opens online Exhibitor registration opens January 6, 2025 Full booth payment due iba (Dusseldorf) TWI (official freight forwarder January 15, 2025 and customs broker) June 16, 2025 Booth construction diagram submission due for companies with 400+ square feet July 15, 2025 Advance Warehouse shipment receiving dates through September 3, 2025 **August 8, 2025** Sodexo online orders due (food sampling, catering, etc.) Orders placed after this date must be emailed directly to exhibitorcateringlvcc@sodexo.com **August 9, 2025** TWI (official freight forwarder and customs broker) EACA Registration form due August 15, 2025 Cox Business early ordering discount August 15, 2025 Internet, WiFi, Telephone services forms Voice & Video order form August 15, 2025 FedEx Business Center Services Orders placed after this date will need to FedEx directly August 15, 2025 Freeman Discount Deadline Date: Material Handling Order Form Mobile Units/Motorized Vehicles Order Form Accessible Storage Order Form Refrigerated/Frozen Storage Order Form Accessories Order Form Carpet Order Form Cleaning Order Form Furnishings Order Form Rental Exhibits Order Form Graphic & Signs Order Form

EXHIBITOR DEADLINE DATES CHECKLIST



LAS VEGAS CONVENTION CENTER

AMERICAN BAKEI ASSOCIATION
BEMA
Retail Bakers n

Deadline Date Information/Forms **Item Completed** 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 Air/Water/Drain/Gas Order Form August 15, 2025 Audio Visual Order Form Hanging Truss & Chain Hoist Form August 15, 2025 Sodexo finalized orders due FloralExhibits discount deadline August 20, 2025 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 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.

Corporate Meeting Program Form