

# TO DO CHECKLIST



<input checked="" type="checkbox"/>	SERVICE	DEADLINE	NOTES
<input type="checkbox"/>	Reviewed Booth Guidelines	As soon as possible	
<input type="checkbox"/>	Updated Company Profile & Product Categories	As soon as possible	
<input type="checkbox"/>	Submitted Island Schematic	September 30, 2019	
<input type="checkbox"/>	Submitted Product Categories (to be included in printed Quick Guide).	October 24, 2019	
	Submitted Company Profile (to included in mobile app which goes live November 8)	November 4, 2019	
<input type="checkbox"/>	Submitted Lead Retrieval Form (submit early to get the best rate)	November 11, 2019 or November 26, 2019	
<input type="checkbox"/>	Submitted Names and Dates for Group Block of Hotel Rooms (for 10+ rooms)	November 18, 2019	
<input type="checkbox"/>	Shipped Materials to Freeman's Warehouse	Arrive between November 27 & December 28, 2019	
<input type="checkbox"/>	Submitted Exhibitor Appointed Service Contractor (if applicable)	December 6, 2019	
<input type="checkbox"/>	Submitted Freeman Booth and A/V Forms (discounted rate for furniture, graphics, carpet, etc.)	December 12, 2019	
<input type="checkbox"/>	Submitted Certificate of Insurance Form	December 13, 2019	
<input type="checkbox"/>	Submitted Security Office Form for Booth (if needed)	December 13, 2019	
<input type="checkbox"/>	Submitted Individual Hotel Room Reservations (for 1-9 rooms)	December 21, 2019	
<input type="checkbox"/>	Ordered Flowers/Plants for booth (if needed)	December 20, 2019	
<input type="checkbox"/>	Submitted Meeting Room & Off-site Event Request Form (if needed)	December 27, 2019	
<input type="checkbox"/>	Ordered Utilities (cleaning, electricity, plumbing, internet) through "Jake"	December 29, 2019	
<input type="checkbox"/>	Submitted Exhibit Staff Registrations (to avoid waiting in lines on site)	December 31, 2019	
<input type="checkbox"/>	Submitted Non-EXPO Hours Meeting Form (if needed)	January 3, 2020	
<input type="checkbox"/>	Paid all invoices to NRF (to avoid freight being held at dock)	January 3, 2020	
<input type="checkbox"/>	Requested Post-show Attendee List	February 14, 2020	