

EXHIBITOR TIMELINE & CHECKLIST

FORM:	DEADLINE OR FOR EARLY RATES:	RETURNED:
<input type="checkbox"/> Crane/Forklift Scheduling Form	November 14, 2022	_____
<input type="checkbox"/> Complete Published Information	November 15, 2022	_____
<input type="checkbox"/> Carpet <u>Early Bird Rate</u> (Valley Expo)	December 5, 2022	_____
<input type="checkbox"/> Certificate of Insurance Upload	December 5, 2022	_____
<input type="checkbox"/> Exhibitor Appointed Contractor Form	December 7, 2022	_____
<input type="checkbox"/> Decorator Order Forms (Valley Expo) *Tables, Chairs, etc.	December 19, 2022	_____
<input type="checkbox"/> Electric & Plumbing (Prime)	December 21, 2022	_____
<input type="checkbox"/> Internet/Telephone Order (McCormick PL)	December 22, 2022	_____
<input type="checkbox"/> Hotel Reservations	December 26, 2022	_____
<input type="checkbox"/> Catering Orders Due (Savor)	December 28, 2022	_____
<input type="checkbox"/> Valley Pre-Show Ordering Deadline	January 2, 2023	_____

OTHER DATES TO KNOW

Pre-Registered Credentials Emailed	December 21, 2022
Be My Guest Tickets Emailed	December 21, 2022
Bulk Boat Move In Begins	January 5, 2023; 7:00 a.m.
10 x 10 Booth Move In Begins	January 10, 2023; 8:00 a.m.
All Exhibits Set Up & Ready	January 11, 2023; 12:00 p.m.