

DEADLINES AND CHECKLIST

Use the following deadlines and checklist to ensure you receive the best rates by ordering services in advance:

ASAP	Brede Allied Show Mgmt	Notification of Oversized Vehicles intended for Display
ASAP	CDS	Register for AIMExpo
ASAP	onPeak	Book Hotel Rooms
July 27	CDS	Early Bird rate on Lead Retrieval Units
Aug 4	onPeak	Deadline to manage hotel room blocks of 10 rooms or more. After this date, unused hotel rooms will be released (without penalty to you)
Aug 21	Brede Allied	Advance Rate for Custom Carpet, Standard Exhibit Rentals, Fabric Displays & Hardwall Graphics
Aug 21	Brede Allied	Notification of non-official EAC
Aug 24	onPeak	Housing for AIMExpo closes You can make changes to your reservation(s) through onPeak until Sept 6th
Sept 5	Smart City	Advance Rate for phone and internet Orders
Sept 7	Brede Allied	Advance Rate for standard contractor services: <i>Basic Furniture, Carpet, Booth Accessories, Graphics</i>
Sept 7	GCCC	Advance Rate for all Electric Orders
Sept 7	GCCC	Advance Rate for Booth Cleaning
Sept 7	GCCC	Advance Rate for Natural Gas/Compressed Air/Water/Drain Orders
Sept 7	Hotels	Make changes to your reservation directly with your hotel of choice
Sept 7	Brede Allied	Advance rate for Advanced Warehouse shipping
Sept 15	GCCC	Advance Rate for Rigging Orders (Banner Hanging)
Sept 18		First day shipments can arrive direct to SHOWSITE
72 Hours Prior to Arrival		Hotel reservation cancellation deadline w/full refund of deposit