

## CHECKLIST & DEADLINES

Deadline	Service	Refer To	Return To
Now	Check Move-in Dates and Hours	Service Guide	Keep for reference
Now	Exhibitor Badge Registration	Exhibitor Portal	<a href="#">Exhibitor Portal</a>
Now	Hotel Reservations	AIMExpo Website	<a href="#">Housing Page</a>
January 13	Advance Pricing for Internet & Phone Services	Cox Business Order Forms	<a href="#">Service Guide</a>
January 13	Advance Pricing for Booth Catering	LV Convention Center	<a href="#">Service Guide</a>
January 16	Advance pricing for Custom Carpet, Custom Exhibit Rentals, Fabric Displays and all Signs & Graphics	Shepard Order Forms	<a href="#">Service Guide</a>
January 16	Exhibitor Appointed Contractor Form Due	Shepard Order Forms	<a href="#">Service Guide</a>
January 23	Housing for AIMExpo Closes	AIMExpo Website	<a href="#">Housing Page</a>
January 25	Advance Pricing for Electrical Services	Edlen Online Order Form	<a href="#">Service Guide</a>
January 25	Advance Pricing for Booth Cleaning Services	Shepard Order Forms	<a href="#">Service Guide</a>
January 25	Advance Pricing for Furniture & Accessories and Standard Exhibit Rentals	Shepard Order Forms	<a href="#">Service Guide</a>
January 25	Advance Pricing for Labor	Shepard Order Forms	<a href="#">Service Guide</a>
February 1	Advance Pricing for Audio Visual	Shepard AV Order Forms	<a href="#">Service Guide</a>
February 6	Shipments Arrival Deadline at Advance Warehouse for Discount Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
February 13	First Day Shipments Can Arrive Direct to Showsite	Shepard Order Forms	<a href="#">Service Guide</a>
72 Hours Prior to Arrival	Deadline for Hotel Reservation Cancellation with Full Refund of Deposit	AIMExpo Website	<a href="#">Housing Page</a>