



## CHECKLIST & DEADLINES

Deadline	Service	Refer To	Return To
Now	Exhibitor Badge Registration	Exhibitor Portal	<a href="#">Exhibitor Portal</a>
Now	Hotel Reservations	AIMExpo Website	<a href="#">Housing Page</a>
December 22	Booth Catering Advance Pricing	LV Convention Center	<a href="#">Service Guide</a>
December 27	CompuLead Lead Retrieval Advance Pricing	Service Guide	<a href="#">Service Guide</a>
January 1	Certificate of Insurance Deadline	Service Guide	<a href="#">Service Guide</a>
January 5	Internet & Phone Services Advance Pricing	Cox Business Order Forms	<a href="#">Service Guide</a>
January 8	Custom Carpet, Custom Exhibit Rentals, Fabric Displays and all Signs & Graphics Advance Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
January 8	Exhibitor Appointed Contractor Form Due	Shepard Order Forms	<a href="#">Service Guide</a>
January 8	Audio Visual Advance Pricing	Shepard AV Order Forms	<a href="#">Service Guide</a>
January 12	Housing for AIMExpo Closes	AIMExpo Website	<a href="#">Housing Page</a>
January 16	Electrical Services Advance Pricing	Edlen Online Order Form	<a href="#">Service Guide</a>
January 17	Booth Cleaning Services Advance Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
January 17	Furniture & Accessories and Standard Exhibit Rentals Advance Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
January 17	Labor Advance Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
January 29	Shipments Arrival Deadline at Advance Warehouse for Discount Pricing	Shepard Order Forms	<a href="#">Service Guide</a>
February 4	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>