



AIMEXPO

POWERSPORTS TRADESHOW | MC • ATV • SXS

CONNECT ENGAGE UNITE

LAS VEGAS | FEB 5-7, 2025

CHECKLIST & DEADLINES

Now, for everyone:

- Exhibitor Badge Registration [Exhibitor Portal](#)
- Hotel Reservations [Housing Page](#)
- Submit your Certificate of Insurance [COI Info Page](#)

Deadline	Service	Refer To	Links To
December 1	New Product Presentation - <i>Application Deadline</i>	AIMExpo	NPP Application
December 16	Sponsorship - <i>Discount Pricing</i>	AIMExpo	Sponsorship
December 16	Sponsorship - <i>Artwork Deadline</i>	AIMExpo	Sponsorship
December 25	CompuLead Lead Retrieval - <i>Advance Pricing</i>	CompuSystems	CompuSystems
December 31	Show Directory Description - <i>Printed Directory Inclusion</i>	Exhibitor Portal	Exhibitor Portal
January 1	Certificate of Insurance	ExhibitorInsurance.com	COI Info Page
January 1	Internet & Phone Services - <i>Advance Pricing</i>	Cox Business	Cox Ordering
January 6	Catering - <i>Advance Pricing</i>	Sodexo	LVCVA Form
January 6	Custom Shepard Orders, Graphics - <i>Advance Pricing</i>	Shepard	Shepard Order
January 6	Exhibitor Appointed Contractor Form	Shepard	Shepard Service Kit
January 8	Audio Visual - <i>Advance Pricing</i>	Shepard AV	Shepard Order
January 10	Housing for AIMExpo Closes	AIMExpo	Housing Page
January 15	Electrical Services - <i>Advance Pricing</i>	Edlen	Edlen Order
January 15	Booth Cleaning Services - <i>Advance Pricing</i>	Shepard	Shepard Order
January 15	Standard Shepard Orders - <i>Advance Pricing</i>	Shepard	Shepard Order
January 15	Labor - <i>Advance Pricing</i>	Shepard	Shepard Order
January 27	Last Day for Warehouse Deliveries Without a Surcharge	Shepard	Shepard Order
February 3	First Day Freight Can Arrive at Show Site	Shepard	Shepard Order
72 Hours Before Arrival	Housing Cancellation with Full Refund of Deposit	AIMExpo	Housing Page