



CHECKLIST

	Due Date	Completed
Register Booth Staff	Feb 1, 2024	<input type="checkbox"/>
Reserve Hotel Rooms in Exchange Block	Feb 1, 2024	<input type="checkbox"/>

HARGROVE ORDERING DATES:

Advance Order Deadline	Jan 30, 2024	<input type="checkbox"/>
Exhibitor Appointed Contractor Form	Jan 30, 2024	<input type="checkbox"/>
In-Booth Forklift & Labor Order	Jan 30, 2024	<input type="checkbox"/>
Hargrove-Supervised Labor Order	Jan 30, 2024	<input type="checkbox"/>
Hargrove Rental Booths Order	Jan 30, 2024	<input type="checkbox"/>
Hanging Signs & Overhead Structures Order	Jan 30, 2024	<input type="checkbox"/>
Freight Plan Questionnaire	Jan 30, 2024	<input type="checkbox"/>
Booth Carpet Order	Feb 13, 2024	<input type="checkbox"/>
Furniture & Accessories Order	Feb 13, 2024	<input type="checkbox"/>
Graphics & Signage Order	Feb 13, 2024	<input type="checkbox"/>

OTHER VENDOR ORDERING DATES:

Lead Retrieval Order Advance (eShow)	Jan 26, 2024	<input type="checkbox"/>
Internet-Network Services Order (SmartCity)	Feb. 7, 2024	<input type="checkbox"/>
Electrical Order (SmartCity)	Feb. 7, 2024	<input type="checkbox"/>
Compressed Air/Water/Gas Order (SmartCity)	Feb. 7, 2024	<input type="checkbox"/>
Audio/Visual Order (Showcore)	Feb 9, 2024	<input type="checkbox"/>
Booth Cleaning Order Form	Feb 13, 2024	<input type="checkbox"/>
Plants/Floral Order	TBD	<input type="checkbox"/>

SHIPMENT DATES:

Advance Shipments to Warehouse	Jan 19 - Feb 16, 2024	<input type="checkbox"/>
Direct Shipments to Show Site		
-Large Equipment By Appointment Only	Begin Feb 22, 2024	<input type="checkbox"/>
-All Other Direct Shipments	Begin Feb 24, 2024	<input type="checkbox"/>