

CRITICAL DATES & DEADLINES

DUE DATE	FORM NAME	CONTRACTOR	DONE
TAB 1 – GENERAL INFORMATION			
TAB 2 – SHOW RULES & REGULATIONS			
Apr 1 10	Booth Waiver Request Form	Show Mgmt	
Apr 26 10	EAC Service Agreement	Show Mgmt	
Apr 1 10	Hanging Sign Approval Form	Show Mgmt	
Apr 30 10	Insurance Enrollment Form	Show Mgmt	
Apr 1 10	Meetings – Before/After Events on Show Floor Approval Form	Show Mgmt	
Apr 1 10	Meeting Room/Hospitality Suite Form – Hotel	Show Mgmt	
Mar 8 10	Meeting Room Request Form – The Sands Expo	Show Mgmt	
Apr 1 10	Photographer Approval Form	Show Mgmt	
TAB 3 – REGISTRATION INFORMATION			
May 4 10	Exhibitor Registration	www.hdexpo.com	
May 4 10	Online Exhibitor Registration	www.hdexpo.com	
TAB 4 – HOTEL & TRANSPORTATION INFORMATION			
	Housing Reservation Request Form	www.hdexpo.com	
	Housing Block Reservation Form for Groups	www.hdexpo.com	
TAB 5 – SPONSORSHIP & MARKETING (Exhibitor Resource Center)			
	Sponsorship & Marketing Opportunities Information	www.hdexpo.com	
TAB 6 – SHIPPING & FREIGHT INFORMATION			
Apr 16 10	Advance Shipping to Warehouse	Freeman	
May 10 10	Last Day for Advance Shipping to Warehouse	Freeman	
May 15 10	Direct Shipping to Show Site	Freeman	
Apr 30 10	Freeman Off Target Move-In Request	Freeman	
Apr 30 10	Freeman Material Handling Order Form	Freeman	
Apr 30 10	Freeman Caddie Service	Freeman	
Apr 30 10	Freeman Outbound Shipping Order Form	Freeman	
Apr 30 10	Freeman Storage Payment Information & Acceptance	Freeman	
Apr 19 10 Apr 26 10	International Freight Forwarder -Deadline for Ocean Freight -Deadline for Air Freight	ReRogers Worldwide	

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TAB 7 – FREEMAN SERVICE ORDER FORMS			
Apr 30 10	Freeman Method of Payment	Freeman	
Apr 30 10	Freeman Third Party Authorization	Freeman	
Apr 30 10	Freeman Show Package	Freeman	
Apr 30 10	Freeman Furnishing Essentials Order Form	Freeman	
Apr 30 10	Freeman Furnishings Select Order Form	Freeman	
Apr 30 10	Freeman Accessories Order Form	Freeman	
Apr 30 10	Freeman Carpet Order Form	Freeman	
Apr 30 10	Freeman Rental Exhibits Order Form	Freeman	
Apr 30 10	Freeman TotalFlex Order Form	Freeman	
Apr 30 10	Freeman Exhibit Accessories Order Form	Freeman	
Apr 30 10	Freeman Fabric Solutions Order Form	Freeman	
Apr 30 10	Freeman Graphics & Signs Order Form	Freeman	
Apr 30 10	Freeman Installation & Dismantle Order Forms	Freeman	
Apr 30 10	Freeman Hanging Sign Labor	Freeman	
Apr 30 10	Freeman Forklift Rigging Equipment & Labor	Freeman	
TAB 8 – OFFICIAL SHOW SERVICE PROVIDERS			
TBD	Audio Visual/Computer Rental Order Forms	CCR	
Apr 28 10	Exhibitor Utilities, Cleaning, Catering & Internet Guide at the Sands Expo Center	SES	
	Floral Order Forms	Expo Plant Services	
	Housing Reservation Request Form Housing Block Reservation Form for Groups	www.hdexpo.com	
Apr 19 10 Apr 26 10	International Freight Forwarder -Deadline for Ocean Freight -Deadline for Air Freight	ReRogers Worldwide	
Apr 9 10	Lead Retrieval Order Forms (Early Bird Special)	CDS	
	Models Order Form	Image	
May 5 10	Photography Order Form	Oscar Einzig	
	Security Order Form	SOA Security	