

EXHIBITOR CHECKLIST

DUE DATE	ACTION ITEM	DEPARTMENT
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AUGUST

Aug 8	Screening Request Portal opens	Screenings Department
Aug 8	Exhibitor Order Forms & Badge Forms available online	Exhibitor Services

SEPTEMBER

Sept 16	Final Balance due for Exhibition Space (Meeting Tables)	Accounting
Sept 30	Deadline to cancel screenings with refund	Screenings Department
Sept 30	Deadline to submit Hotel Reservation requests through AFM	Hotel Services

OCTOBER

Oct 7	Parking Pass Order - Due	Badge Department
Oct 7	Deadline to purchase badges at reduced rate Deadline to cancel purchased badges and receive a refund	Badge Department
Oct 7	Exhibitor Under Umbrella Program registration deadline	Exhibitor Services
Oct 12	Deadline to submit badge photos and/or request photo changes	Badge Department
Oct 21	Deadline to submit information for printed Screenings Guide	Screenings Department
Oct 21	Last day to submit advance badge orders	Badge Department
Oct 26	Deadline for materials to arrive at warehouse for AFM delivery	ELM