

EXHIBITOR CHECKLIST - Important Dates		
DUE DATE	ACTION ITEM	DEPARTMENT
<b>AUGUST</b>		
Aug 11	Screening Request Portal opens	Screenings Department
Aug 11	Exhibitor Order Forms & Badge Forms available online	Exhibitor Services
Aug 18	First payment due for Exhibition Space	Accounting
<b>SEPTEMBER</b>		
Sept 15	Final Balance due for Exhibition Space Deadline to cancel exhibition space and receive full refund less the Non-Refundable deposit	Accounting
Sept 22	AV and Computer Equipment Order - Due	Furniture & Equipment
Sept 22	Certificate of Insurance - Due (REQUIRED)	Furniture & Equipment
Sept 22	Electrical Order - Due (REQUIRED)	Furniture & Equipment
Sept 22	Furniture Order - Due	Furniture & Equipment
Sept 22	Internet Order - Due	Furniture & Equipment
Sept 22	Panel & Divider Order - Due	Furniture & Equipment
Sept 22	Company Listing Form - Due (REQUIRED)	Exhibitor Services
Sept 29	Deadline to cancel screenings with refund	Screenings Department
Sept 29	Deadline to submit Hotel Reservation requests through AFM	Hotel Services
<b>OCTOBER</b>		
Oct 6	Parking Pass Order - Due	Badge Department
Oct 6	Deadline to purchase badges at reduced rate Deadline to cancel purchased badges and receive a refund	Badge Department
Oct 6	Exhibitor Under Umbrella Program registration deadline	Exhibitor Services
Oct 13	Deadline to submit badge photos and/or request photo changes	Badge Department
Oct 20	Deadline to submit information for Screenings Guide	Screenings Department
Oct 20	Last day to submit advance badge orders	Badge Department

<b>Oct 20</b>	Last day to submit advance orders for Furniture, AV, Computer Equipment, Internet, Electrical, and Panels & Dividers	Furniture & Equipment
<b>Oct 20</b>	Deadline to cancel furniture & equipment without penalty	Furniture & Equipment
<b>Oct 27</b>	Deadline for Exhibitors with Offices to connect with Hotel on link sent to them regarding information to provide credit card authorizations for any charges on the Le Meridien property.	Exhibitor Services
<b>Oct 27</b>	Deadline for materials to arrive at warehouse for AFM delivery	ELM