

## EXHIBITOR CHECKLIST - Important Deadlines

DUE DATE	ACTION ITEM	DEPARTMENT
<b>JULY/AUGUST</b>		
July 26	First office payment due for Exhibition Space	Accounting
Aug 15	Exhibitor Order Forms & Badge Forms available online	Furniture & Equipment Badge Department
Aug 19	Screening Request Portal opens	Screenings Department
<b>SEPTEMBER</b>		
Sept 6	<b>Final Balance due for Exhibition Space</b> Deadline to cancel Exhibition Space. Please refer to Cancellations and Refund Policy per agreement.	Accounting
Sept 6	Deadline to Request Removal of Office Sofa	Furniture & Equipment
Sept 18	Hospitality Network Device/TV Conversion Request- Due	Furniture & Equipment
Sept 20	Deadline to submit Badge Orders	Badge Department
Sept 27	Deadline to purchase Badges at discounted rate	Badge Department
Sept 27	AV Equipment Order - Due	Furniture & Equipment
Sept 27	Order for Insurance or Exhibitor's own Certificate of Insurance - Due <b>(REQUIRED)</b>	Furniture & Equipment
Sept 27	Electrical Requirements - Due <b>(REQUIRED)</b>	Furniture & Equipment
Sept 27	Last day to submit Furniture Order - for guaranteed supply without penalty	Furniture & Equipment
Sept 27	Room Divider Order - Due	Furniture & Equipment
Sept 27	Last day to cancel for a refund for a Theatrical Screening	Furniture & Equipment
Sept 27	Office Floor Plan - Due	Furniture & Equipment
Sept 27	Company Listing Form - Due <b>(REQUIRED)</b>	Exhibitor Services
<b>OCTOBER</b>		
Oct 10	Office Hall Wall-Decal Order - Due	Furniture & Equipment
Oct 11	Deadline to cancel purchased Badges and receive a refund	Badge Department
Oct 11	Exhibitor Under Umbrella Program registration deadline	Exhibitor Services
Oct 11	Deadline to submit Badge photos and/or request photo changes	Badge Department
Oct 11	Deadline to submit MAC address(es) for Wireless devices	Furniture & Equipment
Oct 11	Deadline to submit orders for rentals of Nespresso machine, mini refrigerator, water cooler	Palms Catering
Oct 11	Deadline to request mini-bar to be locked.	Palms Catering
Oct 25	Deadline to submit Film information for AFM Screenings Guide	Screenings Department
Oct 25	Last day to submit online Badge orders	Badge Department
Oct 25	Last day to submit online orders for Furniture, AV, Dividers, Electrical <b>(REQUIRED)</b> and Insurance <b>(REQUIRED)</b>	Furniture & Equipment
Oct 25	Deadline to cancel Furniture & Equipment without penalty	Furniture & Equipment
Oct 25	Office Security Deposit due to the hotel	Palms
Oct 28	Deadline for materials to arrive at warehouse for AFM delivery	LVE