

Action Item Checklist

June 5-7, 2017 • Las Vegas Convention Center North Hall 2 • Las Vegas, Nevada

Emerald Expositions

- Take action, be organized and save your company money (up to 40% off onsite prices)!
- Use this checklist as your guideline for important deadline dates for the show. Please keep copies of all forms and bring with you on-site at the show.

May 2017							June 2017						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

Complete	Due Date	Order Form	Return To
<input type="checkbox"/>	ASAP	Exhibitor Badge Registration	Submit Electronically
<input type="checkbox"/>	ASAP	Hotel Reservations	onPeak
<input type="checkbox"/>	ASAP	Buyer Lead Retrieval (tiered Discount Deadlines)	Experient
<input type="checkbox"/>	May 5	Internet Services (wireless options are available)	Cox Communications LVCC.orders@cox.com
<input type="checkbox"/>	May 5	Booth Security Discount Deadline	SOA Security
<input type="checkbox"/>	May 8	Advance Warehouse Shipments Begin	LasVegas@Shepardes.com
<input type="checkbox"/>	May 11	Exhibitor Appointed Contractor (EAC) Form <ul style="list-style-type: none"> • Required by company that is hiring an outside contractor to install or dismantle the booth. 	Submit Electronically
<input type="checkbox"/>	May 11	Certificate of Insurance <ul style="list-style-type: none"> • All Exhibiting Companies • All Exhibitor Appointed Contractors 	Submit Electronically
		Purchase Insurance (if needed)	Purchase Electronically through Marsh/TotalEvent
<input type="checkbox"/>	May 15	Furniture & Accessories Order Form	LasVegas@Shepardes.com
<input type="checkbox"/>	May 15	Booth Cleaning Services	LasVegas@Shepardes.com
<input type="checkbox"/>	May 22	Catering	Centerplate
<input type="checkbox"/>	May 29	Advance Warehouse Deadline	LasVegas@Shepardes.com