



Exhibitor Deadlines

February 9 - 12, 2018 • Miami Fair Expo Center • Miami, Florida

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you up to 40% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you to the show.

Complete	Due Date	Order Form	Service Provider
	Immediately	Review Exhibitor Manual & Upcoming Deadlines	Show Management
	November 10	Co-Exhibitor Application Form Due (to receive discounted rate)	Show Management
	November 10	Pay Exhibit Space Balance Due (See Invoice)	Show Management
	December 15	Discount Deadline for Showcase Orders	Atlantic Rentals
	January 3	Show Directory Ad Insertion	Show Management
	January 9	Private Security Guard	Reliable Security Services
	January 10	Show Directory Ad Creative deadline	Show Management
	January 19	Discount Deadline for Electrical Orders	Edlen
	January 17	Submit Certificate of Insurance	Show Management
	January 26	Order Lighting Package (On-site orders not guaranteed available)	Show Management
	TBD	Order Additional Guest Passes or Postcards	Show Management
	ASAP	Exhibitor Badge Registration	Show Management