

## Important Date Checklist

Deadline date	Completion date	Approval/order forms	Submit to
Oct. 24, 2025		Remaining balance due on booth space	Show management
Dec. 2, 2025		Second story booth space plans due	Show management
Dec. 18, 2025		Deadline to edit/update CTS onsite directory listing	Show management
Dec. 18, 2025		New Product Showcase form	Show management
Dec. 18, 2025		Drawing/giveaway approval request form	Show management
Dec. 18, 2025		Brining own floor covering form	Show management
Dec. 18, 2025		Performance approval request form	Show management
Jan. 2, 2026		Banner approval request form	Show management
Jan. 2, 2026		Mobile/Motorized Equipment Notification Form	Show management
Jan. 2, 2026		Exhibitor liability insurance (email COI to sales@rainprotection.net)	Rainprotection
Jan. 2, 2026		Beginning of shipments to Freeman warehouse	Freeman
Jan. 2, 2026		Exhibitor appointed contractor (EAC) authorization	Show management
Jan. 5, 2026		Carpet rental order form - discount rates	Freeman
Jan. 5, 2026		Furnishings order forms - discount rates	Freeman
Jan. 5, 2026		Exhibit rental order form - discount rates	Freeman
Jan. 5, 2026		Labor order form - discount rates	Freeman
Jan. 5, 2026		Move-in date change request	Freeman
Jan. 9, 2026		Electrical order form - discount rates	OCCC
Jan. 9, 2026		Arial lighting; plumbing; gases; order form	OCCC
Jan. 9, 2026		Balloons and other lighter-than-air objects agreement form	OCCC
TBD		Security order form	TBD
TBD		Floral order form	TLC
Jan. 14, 2026		Internet/network/telephone/cable TV service order form	SmartCity
Jan. 14, 2026		DMI Audio visual/computer order form	DMI
TBD		Booth Catering	SDCC
Jan. 23, 2026		Deadline for advance hanging sign warehouse shipment	Freeman
Jan. 23, 2026		Deadline for shipments to Freeman warehouse	Freeman
Jan. 31, 2026		Booth cleaning order form	Freeman