Important Date Checklist

Completion date	Deadline date	Approval/order forms	Submit to	Links
	Oct. 9, 2026	Remaining Balance Due On Booth Space	Show Management	Exhibitor Resource Center (ERC)
	Nov. 16 2026	Second Story Booth Space Plans Due	Show Management	Booth Submission Form
	Dec. 1, 2026	Booth diagram submission - booths 400 sq ft and larger - Providing Your Own Flooring - Banner Approval - Mobile/Motorized Equipment	Show Management	Booth Submission Form
	Dec. 4, 2026	Deadline To Edit/Update CTS Onsite Directory Listing	Show Management	Exhibitor Resource Center (ERC)
	Dec. 4, 2026	Drawing/Giveaway Request Form	Show Management	Drawing/Giveaway Request Form
	Dec. 4, 2026	Performance Approval Request Form	Show Management	Performance Request Form
	Dec. 4, 2026	Exhibitor Liability Insurance (email COI to sales@rainprotection.net)	Rainprotection	Insurance Form
	Dec. 7, 2026	Exhibitor Completes The EAC Designation Form	Show Management	EAC Designation Form
	Dec. 15, 2026	Security Booth Watch Order Form	Alamo Services LLC	Security Order Form
	Dec. 21, 2026	EAC Completes Registration	Show Management	EAC Designation Form
	Dec. 21, 2026	Carpet rental Order Form - Discount Rates	Freeman	FreemanOnline
	Dec. 21, 2026	Furnishings Order Form - Discount Rates	Freeman	FreemanOnline
	Dec. 21, 2026	Exhibit Rental Order Form - Discount Rates	Freeman	FreemanOnline
	Dec. 21, 2026	Labor Order Form - Discount Rates	Freeman	FreemanOnline
	Dec. 24, 2026	Electrical Order Form - Discount Rates	NOENMCC	Convention Center Site
	Dec. 24, 2026	Arial Lighting; Plumbing; Gases; Order Form	NOENMCC	Convention Center Site
	Dec. 24, 2026	Internet/Network/Telephone/Cable TV Service Order Form	SmartCity	Convention Center Site
	Jan. 1, 2027	Floral Order Form	TLC	TLC Order Form
	Jan. 1, 2027	DMI Audio visual/Computer Order Form	DMI	DMI AV Oder Form
	Jan. 6, 2027	Exhibitor Booth Catering	Sodexo Live!	Booth Catering Form
	Jan. 12, 2027	Advanced Freight Freeman Warehouse Ends (Begins Dec 18, 2026)	Freeman	FreemanOnline
	Jan. 16, 2027	Booth Cleaning Order Form	Freeman	FreemanOnline
	Jan. 19, 2027	Providing Your Own Flooring - Booths Under 400 sq ft	Show Management	Flooring Form

Exhibitor Service Kit - Everything you need to order services, submit required forms and meet deadlines.