

## 2026 EXHIBITOR SERVICES MANUAL

## **DEADLINE CHECKLIST**

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DATE	TASK	VENDOR / FORM(S)	<b>√</b>
ASAP	Sponsorship Opportunities	Sponsorship Gallery & Brochure	
ASAP	Complete Your Company Profile & Upgrade Listing	Exhibitor Hub	
December 1	CID Awards Entries/Rock Star Nominations	Pre-Show Marketing	
January 19	Exhibitor Product Questionnaire	Pre-Show Marketing	$\Box$
February 2	Exhibitor Hotel Block Request for 15+ Rooms	OnPeak Hotel Reservations	$\Box$
February 20	Submit Designs for Multi-Level Booths	Submit to LVCC: boothplans@LVCVA.com	$\Box$
·	Review the Booth Display Rules	Show Management: Multi Level Booth	
		Submission Form	
February 20	Submit Designs for Booths 600 sq ft or greater Review the <u>Booth Display Rules</u>	600 sqft+ Booth Submission Form	
February 20	Submit Designs for Booths 1000 sq ft or greater and/or	Submit to LVCC at boothplans@LVCVA.com	
•	Booths with 300 sq ft or greater of covered ceilings	and to Show Management: 600 sqft+ Booth	
	Review the Booth Display Rules	Submission Form	
February 16	Submit Exhibitor Certificate of Insurance (COI)	Submit to Sales@rainprotection.net	П
February 16	Submit Intent to Use an Exhibitor Appointed Contractor	Notification/COI Upload Form or	╁ਜ਼
, ,	(EAC) and upload their Certificate of Insurance (COI)	Apply Online	
March 11	BNP Floor Map & eBlast Space Reservation	Specs & Reservation Form	
March 13	BNP Floor Map Ad & eBlast Material Due	Specs & Reservation Form	
February 23	Meeting Suite Furnishings Requests	Meeting Suites Furnishings Form	ΙĦ
February 13	Request for Exhibitor Hotel Suite Deadline	OnPeak Suite Requests	Ī
March 2	Ocean Freight (LCL) Deadline for West Coast Ports	Phoenix International Business Logistics	İΠ
February 23	1st Day for Shipments to Arrive at Freeman Warehouse	Advanced Warehouse Shipping Labels	ΙĦ
February 23	Freeman Discounted Price Deadline for:	FreemanOnline	
, ,	- Furnishings & Accessories - Graphics & Signage		
	- Carpet - Booth Cleaning		
February 23	Display Labor  Provide Freeman with Method of Payment and Any Third- Party Payment Methods	FreemanOnline	
March 2	Request for Meeting Rooms at Convention Center	Meeting Room Request Form	П
February 20	Submit Proposals for Trends & Solutions Stage	Trends & Solutions Stage Submission Form	İΠ
March 2	Incentive Deadline for Booth Catering	Sodexo Live! Ordering	
	*Orders placed after this deadline will incur a 15%-20% markup	Sodexo Live! Catering Menu	-
February 27	Order Private Booth Security Services	DTA Security Order Form	П
February 27	Incentive Deadline for Internet	SmartCity Order Form	ĪΠ
February 27	Incentive Deadline for Telecommunications	SmartCity Order Form	一
March 31	Incentive Deadline for Utilities (Electric, Plumbing, Air,	OCCC Order Form	╁ਜ਼
iviai on or	Water, Drain, Natural Gas)	occoorder rom.	╽╙
March 31	Incentive Deadline for Aerial Rigging Services	OCCC Online Ordering	П
March 2	Lead Retrieval Discount Deadline	Maritz Lead Retrieval Order Form	ΙĦ
April 8	Incentive Deadline Audio Visual & Computer Rental	LMG Order Form	╁ਜ਼
April 8	Photography/Videography Discount Deadline	Oscar & Associates Order Form	ΤĦ
March 9	Ocean Freight (FCL) Deadline for West Coast Ports	Phoenix International Business Logistics	╁∺
March 13	Last Day for Shipments to Arrive at Advanced Warehouse	Advanced Warehouse Shipping Labels	ΤĦ
March 2	Reserve Hotel Rooms at Discounted Rates	OnPeak Hotel Reservations	干
March 9	Air Freight Deadline for Harry Reid International Airport	Phoenix International Business Logistics	ㅐ∺
ASAP	Floral Order Deadline	Floral Order Form	╁∺
AJAF	*Orders placed after this deadline will incur a 10% premium	Total Order Form	╽╙
ASAP	Register Booth Personnel	Exhibitor Hub	
March 23	First Day for Shipments to Arrive at Show Site	Show Site Shipping Labels	╽┌
March 23	Submit Booth Demolition Notification Form	Booth Demolition Notification Form	〒
March 29	Exhibit Installation – Complete by 2:00 PM	Freeman QuickFacts	一
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March 30 –	Coverings 2026 Show Floor Open	Freeman QuickFacts	



## **DEADLINE CHECKLIST**

April 2	Exhibit Dismantle – Begins 4:00 PM	Freeman QuickFacts	
April 2	Submit Eligible Items for Donation	Donation Form	
April 5	Exhibit Dismantle – Complete by 9:00 AM	Freeman QuickFacts	