

DATE	TASK	VENDOR / FORM(S)	✓
ASAP	Sponsorship Opportunities	Sponsorship Gallery & Brochure	<input type="checkbox"/>
ASAP	Complete Your Company Profile & Upgrade Listing	Exhibitor Hub	<input type="checkbox"/>
ASAP	Register Booth Personnel	Exhibitor Hub	<input type="checkbox"/>
December 16	CID Awards Entries/Rock Star Nominations	Pre-Show Marketing	<input type="checkbox"/>
January 19	Exhibitor Product Questionnaire	Pre-Show Marketing	<input type="checkbox"/>
January 31	Audio Tour Stop Submissions	Audio Tour Submission Form	<input type="checkbox"/>
February 2	Exhibitor Hotel Block Request for 15+ Rooms	OnPeak Hotel Reservations	<input type="checkbox"/>
February 13	Request for Exhibitor Hotel Suite Deadline	OnPeak Suite Requests	<input type="checkbox"/>
February 16	Submit Exhibitor Certificate of Insurance (COI)	Submit to Sales@rainprotection.net	<input type="checkbox"/>
February 16	Submit Notification of Intent to Use an EAC form and upload EAC's Certificate of Insurance (COI) there or have EAC send directly to Exhibitor@Coverings.com .	Notification/Upload EAC COI form or apply online with Risk Strategies	<input type="checkbox"/>
February 18	BNP Floor Map & eBlast Space Reservation	Specs & Reservation Form	<input type="checkbox"/>
February 19	BNP Floor Map Ad & eBlast Material Due	Specs & Reservation Form	<input type="checkbox"/>
February 20	Submit Proposals for Trends & Solutions Stage	Trends & Solutions Stage Submission Form	<input type="checkbox"/>
February 23	1 st Day for Shipments to Arrive at Freeman Warehouse	Advance Warehouse Shipping Labels	<input type="checkbox"/>
February 23	Submit Designs for Multi-Level Booths Review the Booth Display Rules	Show Management: Multi Level Booth Design Submission	<input type="checkbox"/>
February 23	Submit Designs for Booths 600 sq ft or greater Review the Booth Display Rules	Show Management 600 sqft+ Booth Submission Form	<input type="checkbox"/>
February 23	Submit Designs for Booths 1000 sq ft or greater and/or Booths with 300 sq ft or greater of covered ceilings Review the Booth Display Rules	Show Management: 600 sqft+ Booth Submission Form	<input type="checkbox"/>
February 23	Freeman Discounted Price Deadline for: - Furnishings & Accessories - Graphics & Signage - Carpet - Booth Cleaning - Display Labor	Freeman Online	<input type="checkbox"/>
February 23	Provide Freeman with Method of Payment and Any Third-Party Payment Methods	Freeman Online	<input type="checkbox"/>
February 23	Incentive Deadline for Utilities (Electric, Plumbing, Air, Water, Drain, Natural Gas)	Utility and Rigging Orders	<input type="checkbox"/>
February 23	Incentive Deadline for Aerial Rigging Services	Utility and Rigging Orders	<input type="checkbox"/>
February 23	Incentive Deadline Audio Visual & Computer Rental	Freeman A/V Online Ordering	<input type="checkbox"/>
February 23	Meeting Suite Furnishings Requests	Meeting Suites Furnishings Form	<input type="checkbox"/>
February 27	Incentive Deadline for WiFi Hotspot products	Cox Business WiFi Hotspot Products	<input type="checkbox"/>
February 27	Incentive Deadline for Voice & Video	Cox Business Voice & Video	<input type="checkbox"/>
February 27	Incentive Deadline for Internet Products	Cox Business Internet Products	<input type="checkbox"/>
February 27	Order Private Booth Security Services	DTA Security Order Form	<input type="checkbox"/>
March 2	Request for Meeting Rooms at Convention Center	Meeting Room Request Form	<input type="checkbox"/>
March 2	Ocean Freight (LCL) Deadline for West Coast Ports	Phoenix International Business Logistics	<input type="checkbox"/>
March 2	Incentive Deadline for Booth Catering *Orders placed after this deadline will incur a 15%-20% markup	Sodexo LIVE Catering Kit	<input type="checkbox"/>
March 2	Lead Retrieval Discount Deadline	Maritz Lead Retrieval Order Form	<input type="checkbox"/>
March 2	Reserve Hotel Rooms at Discounted Rates	OnPeak Hotel Reservations	<input type="checkbox"/>
March 9	Ocean Freight (FCL) Deadline for West Coast Ports	Phoenix International Business Logistics	<input type="checkbox"/>
March 9	Air Freight Deadline for Harry Reid International Airport	Phoenix International Business Logistics	<input type="checkbox"/>
March 9	Floral Order Deadline *Orders placed after this deadline will incur a 10% premium	Floral Order Form	<input type="checkbox"/>
March 10	Photography/Videography Discount Deadline	Oscar & Associates Order Form	<input type="checkbox"/>



**2026 EXHIBITOR
SERVICES
MANUAL**

DEADLINE CHECKLIST

March 13	Last Day for Shipments to Arrive at Advanced Warehouse	Advance Warehouse Shipping Labels	<input type="checkbox"/>
March 23	First Day for Shipments to Arrive at Show Site	Show Site Shipping Labels	<input type="checkbox"/>
March 23	Submit Booth Demolition Notification Form	Booth Demolition Notification Form	<input type="checkbox"/>
March 29	Exhibit Installation – Complete by 2:00 PM	Freeman Quick Facts	<input type="checkbox"/>
March 30 – April 2	Coverings 2026 Show Floor Open	Freeman Quick Facts	<input type="checkbox"/>
April 2	Exhibit Dismantle – Begins 4:00 PM	Freeman Quick Facts	<input type="checkbox"/>
April 2	Submit Eligible Items for Donation	Donation Form	<input type="checkbox"/>
April 5	Exhibit Dismantle – Complete by 9:00 AM	Freeman Quick Facts	<input type="checkbox"/>