Coverings
THE GLOBAL TILE & STONE EXPERIENCE

2027 EXHIBITOR SERVICES MANUAL

DEADLINE CHECKLIST

DATE	TASK	VENDOR / FORM(S)	✓
ASAP	Sponsorship Opportunities	Sponsorship Gallery & Brochure	☐
ASAP	Complete Your Company Profile & Upgrade Listing	Exhibitor Hub	☐
ASAP	Register Booth Personnel	Exhibitor Hub	
December 3	CID Awards Entries/Rock Star Nominations	Pre-Show Marketing	☐
January 19	Exhibitor Product Questionnaire	Pre-Show Marketing	☐
January 31	Audio Tour Stop Submissions	Audio Tour Submission Form	
March 12	Exhibitor Hotel Block Request for 15+ Rooms	OnPeak Hotel Reservations	☐
February 19	Request for Exhibitor Hotel Suite Deadline	OnPeak Suite Requests	☐
February 25	**MANDATORY!** Submit existing Exhibitor Certificate of Insurance (COI) or purchase Exhibitor policy from Rain Protection	Submit an existing Exhibitor COI to Portal@RainProtection.com Purchase a policy from Rain Protection	☐
February 25	**MANDATORY if using an EAC!** Submit the EAC Notification Form and upload EAC's Certificate of Insurance (COI) with the form. **Or** EAC may email the COI directly to Exhibitor@Coverings.com If EAC needs to buy insurance, they may do so through Brown & Brown Insurance	Exhibitor Appointed Contractor Notification Form Purchase EAC Insurance from Brown & Brown	☐
Coming soon	BNP Floor Map & eBlast Space Reservation		☐
Coming soon	BNP Floor Map Ad & eBlast Material Due		☐
February 12	Submit Proposals for the Coverings Main Stage	Main Stage Submission Form	☐
February 25	Submit Designs for Multi-Level & Covered Booths Review the Booth Display Rules	Multi Level & Covered Booth Submission Form	☐
February 25	Incentive Deadline for Utilities (Electric, Plumbing, Air, Water, Drain, Natural Gas)	OCCC Utility and Rigging Orders	☐
February 25	Incentive Deadline for Aerial Rigging / Hanging Signs	OCCC Utility and Rigging Orders	☐
February 25	Incentive Deadline Audio Visual & Computer Rental	LMG AV Orders at OCCC	☐
February 25	Meeting Suite Furnishings Requests	Meeting Suites Furnishings Order	☐
February 25	Submit drawings for approval 600+ square feet booths	600+ square foot booth approval form	☐
February 25	Smart City Exhibitor Order Guide	Smart City Exhibitor Order Guide	
February 25	Incentive Deadline Exhibitor Telephone Orders	Smart City Telephone Order Form	☐
February 25	Incentive Deadline for Internet Order	Smart City Internet Products	☐
March 1	Freeman Discounted Price Deadline for: - Furnishings & Accessories - Carpet - Display Labor - Graphics & Signage - Booth Cleaning - Ground Rigging	Freeman Online	☐
March 1	Provide Freeman with Method of Payment and Any Third-Party Payment Methods	Freeman Online	☐
March 1	Request for Meeting Rooms at Convention Center	Meeting Room Request Form	☐
March 1	1st Day for Shipments to Arrive at Freeman Warehouse	Advance Warehouse Shipping Labels	
March 6	Order Private Booth Security Services	DTA Security Order Form	☐
March 8	Ocean Freight **(LCL)** Deadline for East Coast Ports *Confirm this date as changes can occur	Phoenix International Business Logistics	☐
March 8	Incentive Deadline for Booth Catering *Orders placed after this deadline will incur a 15%-20% markup	Sodexo Live Catering Menu	☐

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		Sodexo Live Ordering Order Form	
March 9	Lead Retrieval Discount Deadline	Maritz Lead Retrieval Order Form	☐
March 12	Reserve Hotel Rooms at Discounted Rates	OnPeak Hotel Reservations	☐
March 15	Ocean Freight **(FCL)** Deadline for East Coast Ports *confirm this date as changes can occur	Phoenix International Business Logistics	☐
March 15	Air Freight Deadline for Orlando International Airport *confirm this date as changes can occur	Phoenix International Business Logistics	☐
March 15	Floral Order Deadline *Orders placed after this deadline will incur a 10% premium	Floral Order Form	☐
March 19	Digital Displays Rental Order Deadline	Digital Displays Order Form	☐
Coming Soon	Photography/Videography Discount Deadline		☐
March 19	Last Day for Shipments to Arrive at Advanced Warehouse	Advance Warehouse Shipping Labels	☐
March 29	First Day for Shipments to Arrive at Show Site	Show Site Shipping Labels	☐
April 5	Submit Booth Demolition Notification Form	Booth Demolition Notification Form	☐
April 5	Exhibit Installation – Complete by 5:00 PM	Freeman Quick Facts	☐
April 5	Submit Eligible Items for Donation	Donation Notification Form	☐
April 6 - 9	Coverings 2027 Show Floor Open	Freeman Quick Facts	☐
April 9	Exhibit Dismantle – Begins 3:00 PM	Freeman Quick Facts	☐
April 12	Exhibit Dismantle – Complete by 10:00 AM	Freeman Quick Facts	☐