

DATE	TASK	VENDOR / FORM(S)	✓
ASAP	Sponsorship Opportunities	<a href="#">Sponsorship Gallery</a> & <a href="#">Brochure</a>	<input type="checkbox"/>
ASAP	Complete your Company Profile & Upgrade Listing	<a href="#">Exhibitor Hub</a>	<input type="checkbox"/>
January 7	CID Awards Entries/Rock Star Nominations	<a href="#">Pre-Show Marketing</a>	<input type="checkbox"/>
February 7	Exhibitor Product Questionnaire	<a href="#">Pre-Show Marketing</a>	<input type="checkbox"/>
February 14	Reserve Hotel Rooms at Discounted Rates	<a href="#">OnPeak Hotel Reservations</a>	<input type="checkbox"/>
February 18	Lead Retrieval/Badge Reader Early-Bird Deadline	<a href="#">Maritz Lead Retrieval Order Form</a>	<input type="checkbox"/>
February 21	Submit Designs for Multi-Level and Covered Booths Review the <a href="#">Booth Display Rules</a>	<a href="#">Multi-Level &amp; Covered Booth Submission Form</a>	<input type="checkbox"/>
February 21	Submit Designs for Booths 600+ sq ft Review the <a href="#">Booth Display Rules</a>	<a href="#">600+ sq ft Submission Form</a>	<input type="checkbox"/>
February 28	Submit Exhibitor Certificate of Insurance (COI)	Submit to <a href="mailto:Sales@rainprotection.net">Sales@rainprotection.net</a> or <a href="#">Purchase Instantly Online</a>	<input type="checkbox"/>
February 28	Submit <a href="#">Intent to Use an Exhibitor Appointed Contractor (EAC)</a> and upload their Certificate of Insurance (COI)	<a href="#">Notification/COI Upload Form</a> or <a href="#">Apply Online</a>	<input type="checkbox"/>
March 11	BNP Floor Map & eBlast Space Reservation	<a href="#">Specs &amp; Reservation Form</a>	<input type="checkbox"/>
March 13	BNP Floor Map Ad & eBlast Material Due	<a href="#">Specs &amp; Reservation Form</a>	<input type="checkbox"/>
March 21	Meeting Suite Furnishings Requests	<a href="#">Meeting Suite Furnishings Form</a>	<input type="checkbox"/>
March 21	Request for Exhibitor Hotel Suite Deadline	<a href="#">OnPeak Suite Requests</a>	<input type="checkbox"/>
March 24	Ocean Freight (LCL) Deadline for West Coast Ports	<a href="#">Phoenix International Business Logistics</a>	<input type="checkbox"/>
March 24	1 <sup>st</sup> Day for Shipments to Arrive at Freeman Warehouse	<a href="#">Advanced Warehouse Shipping Labels</a>	<input type="checkbox"/>
March 25	Freeman Discounted Price Deadline for: - Furnishings & Accessories      - Graphics & Signage - Carpet                                      - Booth Cleaning - Display Labor	<a href="#">FreemanOnline</a>	<input type="checkbox"/>
March 25	Provide Freeman with Method of Payment and Any Third-Party Payment Methods	<a href="#">FreemanOnline</a>	<input type="checkbox"/>
March 28	Request for Meeting Rooms at Convention Center	<a href="#">Meeting Room Request Form</a>	<input type="checkbox"/>
March 28	Submit Proposals for Trends & Solutions Stage	<a href="#">Trends &amp; Solutions Stage Submission Form</a>	<input type="checkbox"/>
March 29	Order Private Booth Security Services	<a href="#">DTA Security Order Form</a>	<input type="checkbox"/>
March 28	Incentive Deadline for Booth Catering *Orders placed after this deadline will incur a 15%-20% markup	<a href="#">Sodexo Live! Ordering</a> <a href="#">Sodexo Live! Catering Menu</a>	<input type="checkbox"/>
March 31	Incentive Deadline for Internet	<a href="#">SmartCity Order Form</a>	<input type="checkbox"/>
March 31	Incentive Deadline for Telecommunications	<a href="#">SmartCity Order Form</a>	<input type="checkbox"/>
March 31	Incentive Deadline for Utilities (Electric, Plumbing, Air, Water, Drain, Natural Gas)	<a href="#">OCCC Order Form</a>	<input type="checkbox"/>
April	Photography/Videography Discount Deadline	Oscar & Associates – <i>coming soon!</i>	<input type="checkbox"/>
April 1	Ocean Freight (LCL) Deadline for East Coast Ports	<a href="#">Phoenix International Business Logistics</a>	<input type="checkbox"/>
April 1	Lead Retrieval/Badge Reader Discount Deadline	<a href="#">Maritz Lead Retrieval Order Form</a>	<input type="checkbox"/>
April 1	Submit Booth Demolition Notification Form	<a href="#">Booth Demolition Notification Form</a>	<input type="checkbox"/>
April 8	Incentive Deadline Audio Visual & Computer Rental	<a href="#">LMG Order Form</a>	<input type="checkbox"/>
April 9	Ocean Freight (FCL) Deadline for East Coast Ports	<a href="#">Phoenix International Business Logistics</a>	<input type="checkbox"/>
April 10	Last Day for Shipments to Arrive at Advanced Warehouse	<a href="#">Advanced Warehouse Shipping Labels</a>	<input type="checkbox"/>
April 14	Air Freight Deadline for Orlando International Airport	<a href="#">Phoenix International Business Logistics</a>	<input type="checkbox"/>
April 21	Floral Order Deadline *Orders placed after this deadline will incur a 10% premium	<a href="#">Floral Order Form</a>	<input type="checkbox"/>
April 21	Register Booth Personnel	<a href="#">Exhibitor Hub</a>	<input type="checkbox"/>
April 22	First Day for Shipments to Arrive at Show Site	<a href="#">Show Site Shipping Labels</a>	<input type="checkbox"/>
April 28	Exhibit Installation – Complete by 2:00 PM	<a href="#">Freeman QuickFacts</a>	<input type="checkbox"/>
April 29-May 2	Coverings 2025 Show Floor Open	<a href="#">Freeman QuickFacts</a>	<input type="checkbox"/>
May 2	Exhibit Dismantle – Begins 4:00 PM	<a href="#">Freeman QuickFacts</a>	<input type="checkbox"/>
May 2	Submit Eligible Items for Donation	<a href="#">Donation Form</a>	<input type="checkbox"/>
May 5	Exhibit Dismantle – Complete by 9:00 AM	<a href="#">Freeman QuickFacts</a>	<input type="checkbox"/>