

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