



This Deadline Checklist has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms/online orders can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed.

Use this page as a reminder to yourself to place your orders. Be sure to retain a copy of each order you complete for your records.

DATE	TASK	FORM(S) LOCATION	COMPLETE
ASAP	Sponsorship Opportunities	Promote Your Presence	<input type="checkbox"/>
August 27	Exhibitor Sponsored Education & New Product Show	Promote Your Presence	<input type="checkbox"/>
	Exhibitor Housing Block <a href="#">Request Form</a> (Blocks of 10 or More Rooms)	Registration and Hotel/Travel	<input type="checkbox"/>
September 10	Digital Show Guide - <a href="#">Company Profile</a> *This information will be used in on-site materials	Promote Your Presence	<input type="checkbox"/>
September 14	CompuSystems Advance Discount – Lead Retrieval Orders	Additional Services	<input type="checkbox"/>
September 17	Digital Show Guide & Business Directory Advertising Materials Due	Promote Your Presence	<input type="checkbox"/>
September 17	Digital Show Guide & Business Directory Advertising Request	Promote Your Presence	<input type="checkbox"/>
September 17	CompuSystems Early Bird Discount – Lead Retrieval	Additional Services	<input type="checkbox"/>
September 24	Exhibitor Housing Block – (Individual Names Due)	Registration and Hotel/Travel	<input type="checkbox"/>
October 1	Exhibitor Sponsored Seminars Due for On-Site Signage	Promote Your Presence	<input type="checkbox"/>
October 11	Advance Shipments: First Day for Receipt at Warehouse	Expo Group Services	<input type="checkbox"/>
October 11	Notification of Intent to Use an Exhibitor Appointed Contractor	Expo Group Services	<input type="checkbox"/>
October 11	Expo Group Advance Pricing Discount: Furnishing & Accessories, Carpet, Booth Packages, Rental Exhibits, Display Labor, Graphics & Hanging Signs, Cleaning	Expo Group Services	<input type="checkbox"/>
October 11	Silent Auction <a href="#">Online</a> Registration Due	<a href="#">Online Form</a>	<input type="checkbox"/>
October 15	Exhibitor Liability Insurance – Certificate of Commercial General Liability Insurance Due	General Information	<input type="checkbox"/>
October 18	Cox Business Forms (Voice-Video, Internet, WiFi Hotspot Services)	Additional Services	<input type="checkbox"/>
October 18	Cash & Carry Sales: Register with the Nevada Department of Taxation	Rules & Regulations	<input type="checkbox"/>
October 20	<a href="#">DEMA Housing</a> Closes	Registration and Hotel/ Travel	<input type="checkbox"/>
October 20	Hotel Hospitality Function & Room Request Forms	Registration and Hotel/Travel	<input type="checkbox"/>
October 25	Registration Early Bird Discount – Booth Personnel & Attendees	Registration and Hotel/Travel	<input type="checkbox"/>
Coming Soon	A/V Orders – Advanced Discount Deadline	Additional Services	<input type="checkbox"/>
Coming Soon	Booth Security – Advanced Discount Deadline	Additional Services	<input type="checkbox"/>
November 1	Centerplate Booth Catering Orders Due	Additional Services	<input type="checkbox"/>
November 1	ExpoEase Plant/Floral and Photography – Advance Discount Deadline	Additional Services	<input type="checkbox"/>
November 5	<a href="#">New Product Showcase</a> Reservations Due for On-Site Signage	Promote Your Presence	<input type="checkbox"/>
November 9	Advance Shipments – Last Day for Receipt at Warehouse without a surcharge	Expo Group Services	<input type="checkbox"/>
November 14-19	Direct Shipments to the Las Vegas Convention Center	Expo Group Services	<input type="checkbox"/>
November 15	New Products and Silent Auction Donations Due to New Product Showcase Booth by 12:00pm	Onsite	<input type="checkbox"/>
November 15	Exhibit Installation – Complete by 5:00pm	Onsite	<input type="checkbox"/>
November 16-19	DEMA Show 2021 Open, 2022 Show Exhibit Space Appointments	Onsite	<input type="checkbox"/>
November 19	Exhibit Dismantle – Begins 5:00pm	Onsite	<input type="checkbox"/>
November 20	Exhibit Dismantle – Drivers Must Check in by 2:00pm; Completed by 5:00pm	Onsite	<input type="checkbox"/>