

## Checklist

	<b>Reviewed</b>
<b>GENERAL INFORMATION</b>	
Exhibit Display & Regulations	_____
Exhibitor Rules & Regulations	_____
Fire Department Regulations	_____
Non-Exhibiting Supplier Status	_____
Union Rules & Jurisdiction	_____
Updated Labor Rates	_____
Vehicle Entry Information	_____

	<b>Deadline</b>	<b>Reviewed</b>
<b>IMMEDIATE ACTION REQUIRED</b>		
Air Travel	ASAP	_____
Celebrity Appearance	September 14, 2018	_____
Concept 2000	September 28, 2018	_____
E-Booth Profile	ASAP	_____
Exhibitor Liability Insurance	ASAP	_____
Hotel Reservations	ASAP	_____
Meeting Room Request Form	August 24, 2018	_____
Press Conference Form	August 24, 2018	_____
Promotional/Sponsorship Opportunities	ASAP	_____
Vehicle Entry Form	ASAP	_____

	<b>Deadline</b>	<b>Reviewed</b>
<b>EXHIBITOR APPOINTED CONTRACTOR</b>		
Exhibitor Appointed Contractor Application	September 28, 2018	_____
Certificate of Insurance	September 28, 2018	_____

	<b>Deadline</b>	<b>Reviewed</b>
<b>OFFICIAL CONTRACTOR SERVICES</b>		
Audio Visual (Freeman)	October 5, 2018	_____
Models/Hostesses (Judy Venn & Associates)	October 15, 2018	_____
Photography (Las Vegas Event Photography)	October 15, 2018	_____
Security (SOA Security)	September 28, 2018	_____

	<b>Deadline</b>	<b>Reviewed</b>
<b>EXHIBITOR BADGE REGISTRATION/LEAD RETRIEVAL</b>		
Exhibitor Badge Registration	October 12, 2018	_____
CompuLEAD Retrieval	September 17, 2018	_____

	<b>Deadline</b>	<b>Reviewed</b>
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### SHIPPING INFORMATION

General Shipping Information		_____
Freeman Marshaling Yard		_____
Freight Target Information		_____
Advance Shipping to Freeman Warehouse	September 25 – October 11	_____
Direct Shipments to Sands Expo	After October 25, 2018	_____
International Freight (Air)	October 9, 2018	_____
International Freight (Ocean)	October 11, 2018	_____
Targeted Move-In Floor Plan (Level 1)		_____
Targeted Move-In Floor Plan (Level 2)		_____

### Sands Expo Services

	Deadline	Returned
Credit Card Authorization Form	October 9, 2018	_____
Third Party Agent Form	October 9, 2018	_____
AV/Cable/HDTV/Satellite	October 9, 2018	_____
Business Center Information	October 9, 2018	_____
Catering/Water Cooler Rental	October 9, 2018	_____
Booth Cleaning	October 9, 2018	_____
Electrical Services	October 9, 2018	_____
Electrical- Booth Lighting	October 9, 2018	_____
Floral & Plant	October 9, 2018	_____
Internet Services	October 9, 2018	_____
Plumbing/Compressed Air/Water/Drain	October 9, 2018	_____
Rigging/Hanging- Truss/Hanging Signs	October 9, 2018	_____
Telecommunications	October 9, 2018	_____

### Freeman Company Services

Quick Facts	_____	_____
General Information	_____	_____
Welcome	_____	_____
Exhibitor/Official Services Contractor Information	_____	_____
Fire Safety Regulations	_____	_____
Method of Payment	October 5, 2017	_____
Third Party Authorization	October 5, 2017	_____
Terms and Conditions	_____	_____
Transportation	_____	_____
Material Handling	_____	_____
Freight Delivery Information	_____	_____
Storage Agreement	_____	_____
Outbound Shipping	_____	_____
Furnishing Essentials	October 5, 2018	_____
Select Furnishings	October 5, 2018	_____
Accessories	October 5, 2018	_____
Showcases	October 5, 2018	_____
Carpet	October 5, 2018	_____
Rental Exhibits	October 5, 2018	_____
Exhibit Packages	October 5, 2018	_____
Exhibit Accessories	October 5, 2018	_____

Totalflex	October 5, 2018	_____
Fabric Solutions	September 28, 2018	_____
Graphics & Signs	October 5, 2018	_____
Installation & Dismantle Labor	October 5, 2018	_____
Forklift Equipment & Labor	October 5, 2018	_____
Hanging Sign Labor	October 5, 2018	_____
Motors & Truss	October 5, 2018	_____
Integrity Statement	October 5, 2018	_____