

ABX19



| DATE | TASK | AREA | COMPLETE |
|---------------|--|---|--------------------------|
| ASAP | Sponsorship Opportunities | Opportunities for Exposure | <input type="checkbox"/> |
| NOW | Final Booth and Sponsorship Payments DUE | Dashboard - Account | <input type="checkbox"/> |
| NOW | Make Travel Arrangements | Housing and Travel | <input type="checkbox"/> |
| NOW | Review Show Regulations | Show Details and Regulations | <input type="checkbox"/> |
| NOW | First Timers - Review our introductory materials | First Timers | <input type="checkbox"/> |
| NOW | Make Shipping Arrangements | Shipping Arrangements | <input type="checkbox"/> |
| NOW | Register Booth Personnel | Dashboard - Registration | <input type="checkbox"/> |
| NOW | Update Online Booth Profile and Product Gallery | Dashboard - Building Products | <input type="checkbox"/> |
| NOW | Invite Your Attendees - 150 Free Passes | Dashboard - Registration | <input type="checkbox"/> |
| NOW | Review Booth Specifications | Booth Specifications | <input type="checkbox"/> |
| 9/09/19 | Early-Bird Lead Retrieval Discount Deadline | Lead Retrieval Order Form | <input type="checkbox"/> |
| 9/23/19 | Advance Lead Retrieval Discount Deadline | Lead Retrieval Order Form | <input type="checkbox"/> |
| 10/07/19 | First day Freeman accepts Warehouse Freight | Dashboard - Service Manual | <input type="checkbox"/> |
| 10/08/19 | Early-Bird Conference Registration Deadline | Dashboard - Registration | <input type="checkbox"/> |
| 10/10/19 | Designate your Exhibitor Appointed Contractor | EAC Designation | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for Freeman Online Orders | Dashboard - Service Manual | <input type="checkbox"/> |
| 10/15/19 | Order Floral | Floral Order Form | <input type="checkbox"/> |
| 10/15/19 | Order Photography | Photography Order Form | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for Freeman A/V and Computers | Dashboard - Service Manual | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for ordering additional Security | Security Order Form | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for ordering Internet Service | Internet Order Form | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for Electrical | Electrical Order Form | <input type="checkbox"/> |
| 10/15/19 | Discount Deadline for Riggingthrough JCalPro | Rigging Order Form | <input type="checkbox"/> |
| 10/15/19 | Order Booth Catering through Levy | Catering Order Form | <input type="checkbox"/> |
| 10/21/19 | Submit Special Requests to Show Management | Show Management | <input type="checkbox"/> |
| 10/28/19 | Last day Freeman accepts Warehouse Freight | Dashboard - Service Manual | <input type="checkbox"/> |
| 11/01/19 | Exhibitor Appointed Contractor - Insurance Deadline | EAC Acceptance | <input type="checkbox"/> |
| 11/04/19 | First Day Freeman accepts On-Site Freight at 1pm | Dashboard - Service Manual | <input type="checkbox"/> |
| 11/04/19 | Move-In for ALL Exhibitors, starting at 1:00 pm | | <input type="checkbox"/> |
| 11/05/19 | 8:00 pm - All Booth Set-Up Must be Complete | | <input type="checkbox"/> |
| 11/06 - 11/07 | 10:00 am - 6:00 pm - ABX OPEN | | <input type="checkbox"/> |
| 11/07/19 | 6:00 pm - Move-Out begins | | <input type="checkbox"/> |
| 11/08/19 | 2:00 pm - All Exhibitors must be clear from the show floor | | <input type="checkbox"/> |
| 12/13/19 | Follow-Up on leads received at the show complete | | <input type="checkbox"/> |