


EXHIBITOR CHECKLIST

Below is a list of all deadlines/forms that are included in the Exhibitor Service Manual. Each form will need to be sent to either Global Cold Chain Expo, Freeman or a special vendor.

Deadline	Item	Contact Person	
April 15, 2018	Exhibitor Appointed Contractor Agreement due	Exhibitor Service Coordinator	
April 22, 2018	Exhibitor and EAC Insurance Certificates due	Exhibitor Service Coordinator	
April 26, 2018	Early bird Lead management discount deadline	Compusystems, Inc.	
April 27, 2018	Notice of Intent to use an EAC form due	Exhibitor Service Coordinator	
May 11, 2018	Advance Lead management discount deadline	Compusystems, Inc.	
June 1, 2018	Audio visual and computer rental advance rate deadline	Freeman	
May 25, 2018	First day for advance shipments to warehouse accepted	Freeman	
May 15, 2018	Deadline to reserve temp booth staff	JVA, Inc.	
May 16, 2018	Group rate discount at hotels deadline	OnPeak	
May 18, 2018	Ad Space Reservation deadline for Onsite Show Directory	Exhibitor Service Coordinator	
June 1, 2018	Discount rates for Freeman services end	Freeman	
June 1, 2018	Electrical and plumbing services order due	Freeman	
June 4, 2018	Floral: Pre-show pricing cutoff	FloralExhibits	
May 30, 2018	Meeting Request form due	Exhibitor Service Coordinator	
June 1, 2018	Print profile online submission due	Exhibitor Service Coordinator	
June 1, 2018	Artwork submission for Onsite Show Directory due	Exhibitor Service Coordinator	
June 14, 2018	Last day for advance shipment to warehouse	Freeman	
June 5, 2018	Booth catering services form due	Savor Catering	
June 8, 2018	Internet and Telecommunications Orders Due	McCormick Place	
June 8, 2018	Deadline to rent refrigerated cases	Lowe Refrigeration	
June 23, 2018	First day direct shipments accepted at show site for Targeted exhibitors only	Freeman	
June 24, 2018	Direct shipments accepted at show for all other exhibitors	Freeman	
June 15, 2018	Last day for booth security advance rate	United Security Services	
June 25, 2018	All booths must be completed by 4:30pm	Exhibitor Service Coordinator	
June 27, 2018	All carriers must be checked in by 3:00pm for move out by 4:01 pm	Freeman	
June 28, 2018	All carriers must be checked in by 2:30 pm	Freeman	