



THE GLOBAL
ATTRactions INDUSTRY'S
PREMIER EVENT.

CONFERENCE: Nov. 18-22, 2019 | TRADE SHOW: Nov. 19-22, 2019

ORLANDO, FL, US

TO DO LIST / DEADLINES CHECKLIST

Order your services in advance - save time and money! By ordering your services prior to arriving on site, contractors will be better prepared to serve you and meet your needs. Most dates for services below are the discount deadlines. List is available in Chronological Order and Alphabetical Order (see page 3).

CHRONOLOGICAL ORDER

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	Hotel Reservations	Optional	ASAP
	Sponsorships	Optional	ASAP
	Visa Invitation Request (through Exhibitor Registration)	Optional	N/A
	Floral & Plant	Optional	N/A
	Interpreters/Hostess/Models	Optional	N/A
	Food Sampling Form	Optional	N/A
	Video Production & Photography	Optional	N/A
	Exhibitor Staff Badge Registration	Required	N/A
	Payment of Final Exhibit Space	Required	August 2
	Awards Application: Best New Product	Optional	August 18
	Webinar: Exhibiting Success at IAAPA Expo	Optional	August 20
	Trade Show Floor Tour Sign-Up	Optional	August 31
	Press Conference at Show	Optional	September 1
	Insurance Certificate	Required	September 6
	Booth Layout Form	Required	September 20
	Lead Retrieval (1 st Discount)	Optional	September 25
	Exhibitor-Appointed Contractor Info with Certificate of Insurance of EAC	Optional	September 27
	Exhibitor Profile for Show Program	Required	October 1
	Audience Participation Safety Form	Required	October 4
	Advertising Deadline for the Show Program	Optional	October 4
	Tent Permit Letter Request (Outside)	Optional	October 7
	Lead Retrieval (Final Discount)	Optional	October 10
	Tent Permit Application (Outside)	Optional	October 14
	Advance Shipping to Warehouse Begins	Optional	October 15
	International Freight : LCL Sea to Orlando	Optional	October 16
	Cooking, Gas, Open Flame, Heat Device Form	Optional	October 16
	Multi-Level and Covered Exhibits Application	Optional	October 16
	Fire Watch Order (if to be paid by IAAPA)	Optional	October 16
	Exploration Station Exhibitors: Complimentary Carpet	Optional	October 18
	Wristbands for Move-in Request	Optional	October 20

<input checked="" type="checkbox"/> WHEN COMPLETE	ITEM	REQ / OPT	DUE DATE
	Internet & Telecommunications	Optional	October 24
	Freeman Services	Optional	October 24
	10'x10'/20' Booth Package	Optional	October 24
	Carpet	Optional	October 24
	Furnishings	Optional	October 24
	Rental Exhibits & Accessories & Showcases	Optional	October 24
	Graphics, Signs, Fabrics	Optional	October 24
	Cleaning & Porter Service	Optional	October 24
	Labor	Optional	October 24
	Forklift/Lifts/Rigging Labor	Optional	October 24
	Targeted Move-in Request	Optional	October 24
	Ancillary/Satellite Event Space	Optional	October 25
	OCCC/Building Services	Optional	October 30
	Electrical	Optional	October 30
	Air, Gases, Water, & Drain	Optional	October 30
	Rigging / Hanging Signs	Optional	October 30
	Lighting	Optional	October 30
	Balloons / Lighter-than-Air	Optional	October 30
	International Freight : Air to MCO Airport and FCL Sea to Miami	Optional	October 30
	Advertising Deadline for the Show Daily	Optional	October 4
	Audio-Visual & Computer	Optional	November 5
	Refrigerated/Frozen Storage	Optional	November 5
	Advance Shipping to Warehouse Deadline	Optional	November 7
	Awards Application: Best Exhibit	Optional	November 8
	Parking Pass for Trucks/Trailers	Optional	November 8
	Catering in Booth	Optional	November 12
	Direct Shipments to Convention Center Begins based on Targeted Move-in	Optional	November 14, 8:00 a.m.
	Exhibitor Guest Pre-Registration Deadline	Optional	November 15
	Security in Booth	Optional	November 15
	Dynamic Exhibitor Operations Review Session	Required if Dynamic	November 18, 10-10:30 a.m. or 3-3:30 p.m.
	Booth Set-up Completed	Required	Monday, Nov. 18, 5 p.m.
	Trade Show Floor Opens	Required	Tuesday, Nov. 19, 10 a.m.
	Trade Show Floor Closes	Required	Friday, Nov. 22, 4 p.m.
	Exhibit Move-Out Completes	Required	Sunday, Nov. 24, 12 p.m.

ALPHABETICAL ORDER

<input checked="" type="checkbox"/> WHEN COMPLE TE	ITEM	REQ / OPT	DUE DATE
	10'x10'/20' Booth Package	Optional	October 24
	Advance Shipping to Warehouse Begins	Optional	October 15
	Advance Shipping to Warehouse Deadline	Optional	November 7
	Advertising: Show Program and Show Daily	Optional	October 4 and Nov. 1
	Air, Gases, Water, & Drain	Optional	October 30
	Ancillary/Satellite Event Space	Optional	October 25
	Audience Participation Safety Form	Required	October 4
	Audio-Visual & Computer	Optional	November 5
	Awards Application: Best Exhibit	Optional	November 8
	Awards Application: Best New Product	Optional	August 18
	Balloons / Lighter-than-Air	Optional	October 30
	Booth Layout Form	Required	September 20
	Booth Set-up Completed	Required	Monday, Nov. 18, 5 p.m.
	Carpet	Optional	October 24
	Catering in Booth	Optional	November 12
	Cleaning & Porter Service	Optional	October 24
	Cooking, Gas, Open Flame, Heat Device Form	Optional	October 16
	Direct Shipments to Convention Center Begins based on Targeted Move-in	Optional	November 14, 8:00 a.m.
	Dynamic Exhibitor Operations Review Session	Required if Dynamic	November 18, 10-10:30 a.m. or 3-3:30 p.m.
	Electrical	Optional	October 30
	Exhibit Move-Out Completes	Required	Sunday, Nov. 24, 12 p.m.
	Exhibitor Guest Pre-Registration Deadline	Optional	November 15
	Exhibitor Profile for Show Program	Required	October 1
	Exhibitor Staff Badge Registration	Required	N/A
	Exhibitor-Appointed Contractor Info with Certificate of Insurance of EAC	Optional	September 27
	Exploration Station Exhibitors: Complimentary Carpet	Optional	October 18
	Fire Watch Order (if to be paid by IAAPA)	Optional	October 16
	Floral & Plant	Optional	N/A
	Food Sampling Form	Optional	N/A
	Forklift/Lifts/Rigging Labor	Optional	October 24
	Freeman Services	Optional	October 24
	Furnishings	Optional	October 24
	Graphics, Signs, Fabrics	Optional	October 24
	Hotel Reservations	Optional	ASAP
	Insurance Certificate	Required	September 6
	International Freight: Air to MCO Airport and FCL Sea to Miami	Optional	October 30
	International Freight: LCL Sea to Orlando	Optional	October 16
	Internet & Telecommunications	Optional	October 24
	Interpreters/Hostess/Models	Optional	N/A
	Labor	Optional	October 24
	Lead Retrieval (1 st Discount)	Optional	September 25
	Lead Retrieval (Final Discount)	Optional	October 10
	Lighting	Optional	October 30

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	Refrigerated/Frozen Storage	Optional	November 5
	Rental Exhibits & Accessories & Showcases	Optional	October 24
	Rigging / Hanging Signs	Optional	October 30
	Security in Booth	Optional	November 15
	Sponsorships	Optional	ASAP
	Targeted Move-in Request	Optional	October 24
	Tent Permit Letter Request (Outside)	Optional	October 7
	Tent Permit Application (Outside)	Optional	October 14
	Trade Show Floor Tour Sign-Up	Optional	August 31
	Trade Show Floor Opens	Required	Tuesday, Nov. 19, 10 a.m.
	Trade Show Floor Closes	Required	Friday, Nov. 22, 4 p.m.
	Video Production & Photography	Optional	N/A
	Visa Invitation Request (through Exhibitor Registration)	Optional	N/A
	Webinar: Exhibiting Success at IAAPA Expo	Optional	August 20
	Wristbands for Move-in Request	Optional	October 20