

DEADLINE CHECKLIST



Done	Due Date	Item	Vendor
<input type="checkbox"/>	Wednesday, May 6	State Legislatures June Ad Reservations	NCSL
<input type="checkbox"/>	Friday, May 8	State Legislatures June Ad Materials	NCSL
<input type="checkbox"/>	Friday, May 15	Early Bird Rate for a Full Conference Registration	NCSL
<input type="checkbox"/>	Friday, June 26	State Legislatures July/August Ad Reservations	NCSL
<input type="checkbox"/>	Wednesday, July 1	Legislative Summit Program Ad Reservations	NCSL
<input type="checkbox"/>	Tuesday, June 30	State Legislatures July/August Ad Materials	NCSL
<input type="checkbox"/>	Wednesday, July 1	First Day Advance Shipping to Warehouse is Accepted	Freeman
<input type="checkbox"/>	Friday, June 26	FREE 25-word Program Description (email to exhibits@ncsl.org)	NCSL
<input type="checkbox"/>	Wednesday, July 1	Legislative Summit Program Logo (email to exhibits@ncsl.org)	NCSL
<input type="checkbox"/>	Monday, July 6	Legislative Summit Program Ad Materials	NCSL
<input type="checkbox"/>	Friday, June 26	Written Request for Exception to Show Rules	NCSL
<input type="checkbox"/>	Friday, June 26	Notice of Intent to Use Exhibitor-Appointed Contractor Authorization	NCSL/Freeman
<input type="checkbox"/>	Friday, June 26	Certificate of Insurance From Approved Exhibitor-Appointed Contractors	NCSL
<input type="checkbox"/>	Monday, July 13	Third Party Payment Authorization	Freeman
<input type="checkbox"/>	Monday, July 13	Booth Furnishings	Freeman
<input type="checkbox"/>	Monday, July 13	Exhibit Packages and Accessories	Freeman
<input type="checkbox"/>	Monday, July 13	Carpet	Freeman
<input type="checkbox"/>	Monday, July 13	Cleaning	Freeman
<input type="checkbox"/>	Monday, July 13	Graphics and Signs	Freeman
<input type="checkbox"/>	Monday, July 13	Rental Exhibits	Freeman
<input type="checkbox"/>	Monday, July 13	Booth Installation/Dismantle	Freeman
<input type="checkbox"/>	Monday, July 13	Hanging signs/rigging labor	Freeman
<input type="checkbox"/>	Monday, July 13	Exhibit Transportation	Freeman
<input type="checkbox"/>	Monday, July 13	Material Handling	Freeman
<input type="checkbox"/>	Monday, July 13	Mobile units/motorized vehicles	Freeman
<input type="checkbox"/>	Monday, July 13	Chain hoist/trust/sign rigging	Freeman
<input type="checkbox"/>	Monday, July 20	Electrical Service	EDLEN/WSCC
<input type="checkbox"/>	Monday, July 20	Telephone Service	Smart City/WSCC
<input type="checkbox"/>	Monday, July 20	Telecommunications/Network Services	Smart City/WSCC
<input type="checkbox"/>	Monday, July 20	Compressed Air/Water/Drain/Natural Gas Service	ELDEN/WSCC
<input type="checkbox"/>	Friday, July 10	Advanced Rate for a Full Conference Registration	NCSL
<input type="checkbox"/>	Wednesday, July 8	Housing Deadline	NCSL
<input type="checkbox"/>	Monday, July 20	Lead Retrieval Equipment	Expo Logic
<input type="checkbox"/>	Monday, July 13	Audio Visual/Computers	Freeman AV
<input type="checkbox"/>	Monday, July 27	Last Day Advance Shipping to Warehouse Is Accepted	Freeman
<input type="checkbox"/>	Monday, July 20	Catering	ARAMARK/WSCC
<input type="checkbox"/>	Sunday, August 2	First Day Direct Shipping to Show Site Is Accepted	Freeman
<input type="checkbox"/>	Sunday, August 2	Floral	TLC