



Action Item Checklist

March 28 - 30, 2023 • Las Vegas Convention Center • Las Vegas, NV

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

Due Date	Order Form	Return to
ASAP	Exhibitor Badge Registration	Submit Electronically Questions? Email privacy@emeraldtx.com
ASAP	Hotel Reservation	onPeak Questions? Call (855) 906 2787 Toll-Free (312) 527 7300 Int'l
January 10	Show Directory Information Listing - Exhibitors will receive a welcome email with this information	Show Management
January 17	Tiered Lead Retrieval Forms	Maritz Global Events
February 24	Advance Shipments to the Freeman Warehouse Begins	Freeman
February 1	Exhibitor Appointed Contractor (EAC) Form - Required by company that is hiring an outside contractor to install or dismantle booth.	Submit Electronically to Show Management
March 15	Certificate of Insurance - All Exhibiting Companies - All EAC's	Submit Electronically to Show Management
	Purchase Exhibitor Insurance (if needed)	Purchase Electronically with Marsh/Total Event Insurance
February 27	Carpet	Freeman
February 27	Tables & Accessories	Freeman
February 27	Freeman Rental Exhibits	Freeman
February 27	Material Handling Rates Order Form	Freeman
February 27	Bill of Lading & Labels Request	Freeman
February 27	Freight Services	Freeman
February 27	Labor	Freeman
February 27	Graphics & Signs Order Form	Freeman
January 15	Non-Official I&D Contractor	Freeman
February 18	Internet and Phone Services	COX Business
March 7	Catered Food & Beverage	Centerplate
March 21	Last Day Advance Shipment to Freeman Warehouse	Freeman
March 26	Direct Shipments to Las Vegas Convention Center Begin	Freeman
Prior to Show	AV and Computer Rentals	SmartSource