

March 19 - 21, 2024 • 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 compared to on-site prices.

Due Date	Order Form	Return to
ASAP	Exhibitor Staff Badge Registration	Submit Electronically
ASAP	Hotel Reservation	EventSphere Questions? Email pizzahousing@eventsphere.com
ASAP	Update Show Directory Information Listing	Exhibitor Hub
January 9 th	Tiered Lead Retrieval Forms <ul style="list-style-type: none"> - Tier 1: On or before 1/9/24 - Tier 2: 1/10/24 – 2/20/24 - Tier 3: After 2/20/24 	Maritz Global Events
February 5 th	Sodexo Catering Order Form	Submit Electronically Email: exhibitorcateringlvcc@sodexo.com .
	Sodexo Food/Beverage Sampling Form Deadline	Submit Electronically Email: foodprepandsample@lvca.com .
February 16 th	Freeman Advance Warehouse Shipping Begins <ul style="list-style-type: none"> - Accepted through Wednesday, March 13th without surcharge. 	Freeman Advance Warehouse Shipping Label
	SOA Booth Security Advance Discount Rate Ends	SOA Booth Security Order Form
February 18 th	Cox Business <ul style="list-style-type: none"> - 20% Early Ordering Discount Ends - Final order and payment must be received 30 days prior to the listed event start date. 	Internet / Network Order Form Voice / Video Order Form Wi-Fi Hotspot Order Form
February 20 th	Freeman Early Bird Deadline <ul style="list-style-type: none"> - Booth Furnishing - Utilities / Electrical - Labor - Flooring - Signs & Graphics 	FreemanOnline
February 20 th	Exhibitor Appointed Contractor (EAC) Designation Deadline	EAC Portal
February 27 th	Photo and Video Services Discount Rate Ends	Oscar & Associates Order Form

March 5 th	Refrigeration and Frozen Storage/Equipment Deadline	Lowe
March 17 th	Freeman Direct to Show Site Shipping Begins	Freeman Direct to Show Site Shipping Label
Prior to Show	Exhibitor General Liability Insurance	Marsh/Total Event Insurance Order Form Questions? Email emeraldexhibitor@totaleventinsurance.com
Prior to Show	National Plant & Floral Order	Order Form
Prior to Show	SmartSource AV and IT Services	Order Form