



2019 Exhibitor Deadline Checklist

Please refer to the [Exhibitor Resources](#) page for all important Exhibitor information.

<u>Date</u>	<u>Action Item</u>
Ongoing	Promote your participation download event logo & web ads
Ongoing	Invite your customers for FREE! Your code is "VIP" + booth number. (Example: Booth 105 = VIP105)
Ongoing	Press release submission for The Quality Show online Press Room – free exhibitor marketing! Submit your press release online.
August 31	Show Guide– REQUIRED Upload Company listing.
September 6	Certificate of Liability Insurance – REQUIRED by all exhibiting companies.
September 17	Advance Warehouse Shipments – <u>first date</u> material can arrive. (See pages 67-77 of Exhibitor Service Manual for instructions & labels)
September 20	Lead Retrieval discount deadline.
September 27	Hotel discounted room rates expire. onPeak is the ONLY official housing vendor. Book hotel
September 27	Exhibitor Registration – Exhibitors receive (3) badges per 100nsf.
September 30	Attendee List request form due for access to pre- and post-show registration lists.
October 1	Exhibitor Service Manual – Booth furnishings & services discount deadline. Carpet is REQUIRED .
October 10	Advance Warehouse Shipments – <u>last date</u> material can arrive.
October 17-21	Direct to Show Site Shipments – <u>only dates</u> material accepted by RES at the Convention Center.
October 17	Exhibitor Move In from 8:00am – 4:30pm *600nsf booths and larger – appointment only.
October 18	Exhibitor Move In from 8:00am – 4:30pm
October 19	Exhibitor Move In from 8:00am – 12:00pm noon
October 21	Exhibitor Move In from 8:00am – 4:30pm <i>*all exhibits must be fully installed by 4:30pm</i>
October 22	On-site Press Kits submitted to the Press Room for distribution to media members.
October 22	EXHIBIT HALL OPEN from 1:00pm – 6:00pm (Welcome Reception held on floor from 4-6pm)
October 23	EXHIBIT HALL OPEN from 10:00am – 5:00pm
October 24	EXHIBIT HALL OPEN from 10:00am – 3:00pm
October 24	Exhibitor Move Out from 3:00pm – 7:00pm
October 25	Exhibitor Move Out from 8:00am – 2:00pm <i>*all freight carriers should check-in by 2:00pm</i>

Questions? Show Contacts:

- **Registration:** Dani Deering, Registration Manager, 844-644-7449 or QualityShow@executiveevents.com
- **Booth Furnishings & Services:** RES Customer Service, 847-696-2208, customerservice@rosemontexpo.com
- **Lead Retrieval:** American Tradeshow Services, 985-809-0600 ext #777
- **Hotel Reservations:** onPeak, 866-940-0945
- **Exhibit & Sponsorship Opportunities:** [Contact your sales rep](#)
- **Exhibitor information:** Katie Johnson, Sr. Event Manager, johnsonk@bnpmedia.com

For details on the above deadlines visit the EXHIBITOR RESOURCES.

www.qualitymag.com/quality-show/exhibitor-info