



Important Deadline Snapshot

Some deadlines are not included, please review the kit for additional deadlines.

DEADLINE	FORM OR INFORMATION	VENDOR
March 9	Official Mobile App Listing	LCT Show Management
March 25	Shepard Custom Rentals	Shepard Exposition Services
March 8	Floral	Convention Plant Creations
March 4	Hotel Group Rate Deadline	Delano Suites at Mandalay Bay
February 24	Exhibitor Appointed Contractor Notification First Day Items Can Arrive at the Advance Warehouse	Shepard Exposition Services
March 4	<p>Standard Services (Furniture, Installation & Dismantle Labor, Carpeting, Vehicle Spotting, Ground Rigging/Forklift Rental, Cartload Service, Non-Electrical Hanging Signs Under 200lbs Labor</p> <p>Mandatory Show Management Forms (Emergency Contact Information, Vehicle Specifications & Booth Layout, Proof of Insurance, Exhibit Display Rules Agreement</p> <p>Mandalay Bay Discount Services (Electrical Service & Labor, Booth Cleaning, Internet & Data Services, Audio Visual & Computers, Booth Catering, Hanging Signs Over 200lbs and/or Electrical Labor</p>	<p>Shepard Exposition Services</p> <p>LCT Show Management</p> <p>Mandalay Bay Exhibitor Services</p>
March 16	Last Day for Shipments to Arrive at Advance Warehouse without a Surcharge	Shepard Exposition Services
March 20	<p>Badge Scanners/ Lead Retrieval</p> <p>Last Day to PRE-Register Staff</p>	Custom Registration
March 24	First Day Freight Can Arrive Onsite	Shepard Exposition Services