

DEADLINES CHECKLIST

The Plastics Shop Floor Exhibitor Dashboard provides access to show information, services and forms. Login credentials for the dashboard are only provided to the booth contact for your company. If you have any questions or need to have login credentials resent, please contact:

Exhibitor Services: exhibitorservices@shopfloorexpo.org or phone: +1.202.974.5235

Ⓜ = Required forms and tasks

\$\$ = Missing discount deadlines posted below will result in additional expense.

DATE	TASK	DASHBOARD TILE	COMPLETED
Now	Update Company Listing & Product Categories <i>Deadline for print listing in show directory April 21, 2017</i>	Company Listing.....	_____
Now	Book Hotel Accommodations <i>Cut-off date May 15, 2017: www.shopfloorexpo.org/travel-housing</i>	Housing, Registration & Travel	_____
Now	Ⓜ Review Show Rules & Regulations	Rules & Regulations.....	_____
Now	Review List of Official Contractors <i>SCAM Warning: Become familiar with our Official Show Contractors; many companies may contact you regarding housing and show services that are not associated with Plastics Shop Floor Expo.</i>	Planning Resources.....	_____
FEB 9, 2017.....	Exhibit Space Balance Invoice Issued	Account Summary	_____
MAR 15, 2017.....	Ⓜ Exhibit Space Balance Due	Account Summary	_____
APR 21, 2017	Ⓜ Approve Show Directory Listing <i>Deadline for print listing in show directory</i>	Company Listing.....	_____
APR 21, 2017	\$\$ RCS Lead Retrieval Order	Mktg & Branding	_____
APR 28, 2017	Ⓜ Submit Certificate of Insurance <i>Exhibitor booth personnel registration/badges are held until receipt of your company's Certificate of Insurance. (Show Rule #28)</i>	Required Forms	_____
APR 28, 2017	Ⓜ Register Booth Personnel <i>Exhibitor booth personnel registration/badges are held until receipt of your company's Certificate of Insurance. (Show Rule #28)</i>	Housing, Registration & Travel	_____
APR 28, 2017	Ⓜ Register Exhibitor Appointed Contractor(s) (EAC) <i>Required if using a contractor who is not on the Official Contractors List; EACs are required to adhere to insurance requirements and submit a Certificate of Insurance (Show Rule #19)</i>	Required Forms	_____
MAY 15, 2017.....	Housing Block Cut-off for Hyatt www.shopfloorexpo.org/travel-housing	Housing, Registration & Travel	_____

Co-located with: **amerimold**
The Event for Mold Manufacturing 2017

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MAY 26, 2017	® Booth Design Approval Request Form <i>Recommended for all</i> MUST submit with Design Plans: REQUIRED for: --Multi-story/covered exhibits and towers (Show Rule #48) -- Hanging displays, signs and banners (Show Rule #24) --Truss installation over booth (Show Rule #42) --Use of copyrighted materials (i.e. video, photo) (Show Rule #45)	Required Forms
MAY 26, 2017	® Booth Events Request Form --In-booth events, games and contests (Show Rule #8)	Required Forms
MAY 26, 2017	® Material Safety Data Sheet Submission Required for pre-approval of all hazardous materials/chemicals generated at or delivered to Donald E. Stephens Convention Center (Show Rule #25)	Required Forms
MAY 26, 2017	® Hydraulic Oil Use Notification Form Notification is required for use of hydraulic oil (Show Rule #36)	Required Forms
MAY 26, 2017	® \$\$ RES Service Orders Rosemont Exposition Services (RES) is the official exclusive contractor for Donald E. Stephens Convention Center – information and order forms for the following show services are located in the RES Exhibitor Service Kit:	General Contractor

Service/Product	Color Category	Completed
■ Audio-Visual & Computer Rentals	Purple
■ Booth Accessories	Blue
■ Booth Cleaning	Purple
■ Carpet Rental	Blue
■ Catering by Aramark (In-Booth)	Green
■ Exhibit & Display Rental	Blue
■ Floral & Plants	Green
■ Freight Check-in & Services	Red
■ Furniture (Custom & Standard)	Blue
■ Handicap Access Vehicle Rental	Green
■ Hanging Sign Form	Purple
■ Hanging Sign Shipping	Red
■ Internet & Telecommunications	Purple
■ Labor (I&D; Carpenters; Decorators; Electricians; Plumbers; Riggers)	Purple
■ Material Handling/Drayage (move freight between loading dock/booth)	Red
■ Photography & Videography	Green
■ Security Cage & Safe Rental	Green
■ Shipping Instructions & Labels (Advance/Direct)	Red
■ Shipping (International Customs Broker)	Red
■ Signage & Graphics	Blue
■ Storage (Accessible)	Green
■ Utilities: Electric/Power	Purple
■ Utilities: Plumbing (Air, Water, Gas)	Purple
■ Waste Removal	Purple
■ Extras: Miscellaneous Rentals	Green