

# 2019 Exhibitor Service Manual Deadline Checklist



DEADLINE	ITEM	FORM TO COMPLETE	SECTION	<input checked="" type="checkbox"/>
<b>Now</b>	Read over the Rules & Regulations section	<a href="#">Exhibitor Service Manual</a>	Rules & Regulations	
<b>Now</b>	View your Booth Location on the Floor Plan	<a href="#">Floor Plan</a>	2019 Floor Plan	
September 3, 2018	Submit your Exhibitor & Product Information for the official Show Directory. (SAGE Mobile App) in the Exhibitor Resource Center (ERC)	<a href="#">Exhibitor Resource Center</a>	Profile and Product Pavilion	
November 28, 2018	<b>EARLY RATE</b> Deadline to order your Lead Retrieval Unit from Experient (NON-MEMBERS ONLY)	<a href="#">Lead Retrieval Order Form</a>	Services and Vendors-Service Requests	
November 30, 2018	Deadline to complete and mail in the EAC Form and Insurance to PPAI	<a href="#">EAC Agreement and Instructions</a>	Services and Vendors	
December 3, 2018	Deadline for Booth Alcohol Request Form	<a href="#">Booth Alcohol Form</a>	Services & Vendors -Food & Bev	
December 3, 2018	Deadline to submit your Vehicle Display Information Form to PPAI	<a href="#">Vehicle Display Regulations Form</a>	Rules & Regulations -Contractor	
December 13, 2018	Deadline to order additional security from Taylor & Associates (Early Rate)	<a href="#">Security Order Form</a>	Services & Vendors-Service Requests	
December 5, 2018	<b>EARLY RATE</b> Deadline to order your <b>COMPLIMENTARY</b> Lead Retrieval Unit from Experient ( <b>MEMBER EXHIBITORS ONLY</b> )	<a href="#">Lead Retrieval Order Form</a>	Services & Vendors-Service Requests	
December 14, 2018	<b>First day the Freeman Warehouse will accept shipments</b>	<a href="#">Freeman Portal</a>	Shipping/Material Handling	
December 14, 2018	Deadline to have Product Pavilion Entries arrive at PPAI office and Product Info Uploaded into the ERC for SAGE Mobile App.	<a href="#">Product Pavilion Shipping Labels</a>	Advertising & Product Pavilion	
December 15, 2018	Deadline to order AV Equipment from Event Link (Early Rate: for computers, TV's, printers etc)	<a href="#">Audio Visual &amp; Computer Order Form</a>	Services & Vendors-Technical Requests	
December 21, 2018	Early pricing deadline to arrange for overhead signs and banners with Freeman	<a href="#">Freeman Portal</a>	Hanging Signs	
December 21, 2018	Deadline to complete the Shipping/Material Handling Form	<a href="#">Freeman Portal</a>	Shipping/Material Handling	
December 21, 2018	Early pricing deadline to order any furnishings from Freeman	<a href="#">Freeman Portal</a>	Furnishing Order Form	
December 21, 2018	Early Pricing deadline to order display labor from Freeman	<a href="#">Freeman Portal</a>	Labor Order Form	
December 21, 2018	Early pricing deadline to order Fill-In Carpet (9x10 booth carpet is provided to all inline booths, 10x10 for islands & peninsulas.)	<a href="#">Freeman Portal</a>	Carpet Order Form	
December 21, 2018	Early pricing deadline to order MIS Custom Rental Exhibits from Freeman	<a href="#">Freeman Portal</a>	Rental Exhibits Order Forms	
December 21, 2018	Early pricing deadline to order signs from Freeman	<a href="#">Freeman Portal</a>	Signs & Graphics Order Forms	
December 21, 2018	Deadline to Upload Product Pavilion Entry in the ERC to receive QR Code sign and SAGE Mobile listing	<a href="#">Exhibitor Resource Center</a>	December 26, 2018	
December 26, 2018	Early pricing deadline to order booth cleaning from the MBCC	<a href="#">Mandalay Bay Portal</a>	Booth Cleaning Order Form	
December 26, 2018	Early pricing deadline to order electrical from the MBCC	<a href="#">Mandalay Bay Portal</a>	Electrical	
December 26, 2018	Early pricing deadline for any additional booth cleaning (First Night Vacuuming Complimentary Members Only)	<a href="#">Mandalay Bay Portal</a>	Booth Cleaning	
December 26, 2018	Early pricing deadline to order in-booth catering from the MBCC	<a href="#">Mandalay Bay Portal</a>	Catering Order Form	
December 26, 2018	Early pricing deadline to order internet connections from the MBCC	<a href="#">Mandalay Bay Portal</a>	Internet Orders	
December 26, 2018	Early pricing deadline to order telephones from the MBCC	<a href="#">Mandalay Bay Portal</a>	Telephone Order	
December 26, 2018	Early pricing deadline to order water, plumbing, Air/Gas from the MBCC	<a href="#">Mandalay Bay Portal</a>	Air/Gas Order	
December 28, 2018	Reminder to order photography services from Oscar Einzig (Orders can be taken onsite)	<a href="#">Photography Order Form</a>	Services & Vendors-Service Requests	
December 28, 2018	Reminder to order videotaping services from Oscar Einzig (Orders can be taken onsite)	<a href="#">Video Services Order Form</a>	Services & Vendors-Service Requests	
January 3, 2019	<b>Last day shipments are accepted at the Freeman Warehouse (Be mindful of Weekend &amp; Holiday overtime rates)</b>	<a href="#">Freeman Portal</a>	Shipping/Material Handling	
January 7 209	Reminder to arrange for booth staffing from Judy Venn & Associates (Orders can be taken onsite)	<a href="#">Models/Talent Order Form</a>	Services & Vendors-Service Requests	
January 7, 2019	Reminder to order floral from National Plant & Floral Company (Orders can be taken onsite)	<a href="#">Floral Order Form</a>	Services & Vendors-Service Request	
January 10 2019	5:00 PM Deadline to become Product Safety Aware	<a href="#">Product Safety Aware</a>	Exhibitor Information- Scroll to the Bottom of the Page	
January 11, 2019	First Day Freeman Will accept Freight On-Site	<a href="#">Freeman Portal</a>	Shipping/Material Handling	