

## Important Date Checklist

| Deadline date | Completion date | Approval/order forms  | Submit to       |
|---------------|-----------------|---|-----------------|
| Oct. 24, 2025 |                 | Remaining balance due on booth space                                  | Show management |
| Dec. 2, 2025  |                 | Second story booth space plans due                                    | Show management |
| Dec. 18, 2025 |                 | Deadline to edit/update CTS onsite directory listing                  | Show management |
| Dec. 18, 2025 |                 | New Product Showcase form   | Show management |
| Dec. 18, 2025 |                 | Drawing/giveaway approval request form                                | Show management |
| Dec. 18, 2025 |                 | Bringing own floor covering form                                      | Show management |
| Dec. 18, 2025 |                 | Performance approval request form                                     | Show management |
| Jan. 2, 2026  |                 | Banner approval request form  | Show management |
| Jan. 2, 2026  |                 | Mobile/Motorized Equipment Notification Form                          | Show management |
| Jan. 2, 2026  |                 | Exhibitor liability insurance (email COI to sales@rainprotection.net) | Rainprotection  |
| Jan. 2, 2026  |                 | Beginning of shipments to Freeman warehouse                           | Freeman         |
| Jan. 2, 2026  |                 | Exhibitor appointed contractor (EAC) authorization                    | Show management |
| Jan. 5, 2026  |                 | Carpet rental order form - discount rates                             | Freeman         |
| Jan. 5, 2026  |                 | Furnishings order forms - discount rates                              | Freeman         |
| Jan. 5, 2026  |                 | Exhibit rental order form - discount rates                            | Freeman         |
| Jan. 5, 2026  |                 | Labor order form - discount rates                                     | Freeman         |
| Jan. 5, 2026  |                 | Move-in date change request   | Freeman         |
| Jan. 9, 2026  |                 | Electrical order form - discount rates                                | OCCC            |
| Jan. 9, 2026  |                 | Arial lighting; plumbing; gases; order form                           | OCCC            |
| Jan. 9, 2026  |                 | Balloons and other lighter-than-air objects agreement form            | OCCC            |
| TBD           |                 | Security order form   | TBD             |
| TBD           |                 | Floral order form   | TLC             |
| Jan. 14, 2026 |                 | Internet/network/telephone/cable TV service order form                | SmartCity       |
| Jan. 14, 2026 |                 | DMI Audio visual/computer order form                                  | DMI             |
| TBD           |                 | Booth Catering  | SDCC            |
| Jan. 23, 2026 |                 | Deadline for advance hanging sign warehouse shipment                  | Freeman         |
| Jan. 23, 2026 |                 | Deadline for shipments to Freeman warehouse                           | Freeman         |
| Jan. 31, 2026 |                 | Booth cleaning order form   | Freeman         |