

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
Sept 20-Oct 11	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
September 27	EAC Notification	Show Management	<input type="checkbox"/>
September 27	Method of Payment Form	Freeman	<input type="checkbox"/>
September 27	Material Handling Order Form	Freeman	<input type="checkbox"/>
September 27	Outbound Material Handling Request	Freeman	<input type="checkbox"/>
September 27	Outbound Shipping	Freeman	<input type="checkbox"/>
September 27	Carpet Order Form	Freeman	<input type="checkbox"/>
September 27	Furniture & Accessories Order Form	Freeman	<input type="checkbox"/>
September 27	Installation & Dismantling Order Form	Freeman	<input type="checkbox"/>
September 27	Booth Cleaning Order Form	Freeman	<input type="checkbox"/>
October 12	Audio Visual	Audio Visual One	<input type="checkbox"/>
October 18	Direct Shipments to Gaylord Opryland May Begin	Freeman	<input type="checkbox"/>
Prior to Show	Lead Retrieval Tiered Discount Order Form	Maritz Global Events	<input type="checkbox"/>
Prior to Show	Electrical Service Order Form	Gaylord Opryland	<input type="checkbox"/>
Prior to Show	Booth Security	Gaylord Opryland	<input type="checkbox"/>
Prior to Show	Internet & Telephone Service Order Form	Gaylord Opryland	<input type="checkbox"/>
Prior to Show	Catering	Gaylord Opryland	<input type="checkbox"/>
Prior to Show	Required Proof of Insurance Form	Show Management	<input type="checkbox"/>

**All Official Service Provider Order Forms are available within this Exhibitor Manual
And on the HOW Design Live website at howdesignlive.com**