

Use this list to establish deadlines and to track completion of essential forms for exhibiting in PRINTING United Expo.

**ASAP**

- ASAP** Update your listing in the MYS Exhibit Dashboard
- ASAP** Read Exhibitor Service Kit in its entirety
- ASAP** Make Hotel Reservations (onPeak Exclusive Vendor)
- ASAP** Invite your guests
- ASAP** Order insurance for the event through Rainprotection (if you do not have coverage, it is required)

**JUNE 2022**

- 12** Final Balance Dues for All Exhibit Fees

**AUGUST 2022**

- 1** Stand Drawing Request Approval Due
- 15** Submit COI
- 15** Exhibitor Appointed Contractor (EAC) Intent-to-Use Form and EAC Contract and COI Due
- 19** Early Bird Lead Retrieval Deadline

**SEPTEMBER 2022**

- 6** Advance Pricing Lead Retrieval Deadline
- 12** Overhead Hanging/Rigging Sign
- 12** Last Day to Receive Discount on Custom Orders and Booth Rentals (Shepard)
- 12** Order Carpet
- 12** Order Graphics
- 12** Last Day to Receive Discount for Standard Rental Accessories (Shepard)
- 12** Last Day to Receive Discount for Ground Rigging/Forklift Rental
- 12** Last Day to Receive Discount on Labor Orders
- 19** Advance Pricing for Catering Ends
- 19** Last Day to Receive Discount on Wi-Fi
- 19** Last Day to Receive Discount on Electric Orders

- 19** Order Floral
- 19** Ink Waste (Please let us know how many drums are needed or if special accommodations are needed reach out to [exhibit@printingunited.com](mailto:exhibit@printingunited.com))

**OCTOBER 2022**

- 5** Last Day to Receive Discount on AV Orders
- 5** Last Day for Warehouse Deliveries without a surcharge
- 10** Last Day for Warehouse Deliveries (Receiving)
- 12** Order Hostesses/Hosts (Booth Talent) if needed
- 12** Direct to Show Site Shipments (on a targeted basis check target floor plan for assigned move in date)

**\*\* PLEASE NOTE (New for this year):** Advance warehouse shipments will be the same price as direct to show site. Machinery, uncrated items, oversized crates and single pieces over the weight of 5,000 lbs cannot be accepted to advance warehouse and should be shipped directly to show site. If needed, split your shipment and send as much as possible to the advance warehouse to have your freight in your booth on your target date and time.

**PRE-SHOW**

- Exhibitor Move-In /Setup
- Exhibitor-Hosted Stand Event Request Form
- Verify Hotel Reservations (onPeak Official Vendor)
- Tracking information for freight or overnight packages
- Confirm Airline information
- Client Meetings scheduled
- Create staff manual with general information (phone numbers, emergency meeting place, show information, etc.)
- Make sure business cards are packed
- Order 24-Hour Power

*Continued on next page.*

**POST-SHOW**

- Exhibitor Teardown/Load Out
- Ink Waste Onsite, dispose of ink properly

**NO DEADLINE**

- Booth Space Acknowledgment Letter
- Exhibitor Badge Registration: Booth space must be paid in full
- Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel)
- Listings for Show Directory
- Freight Target Floor Plan
- Review Exhibitor Services Manual
- FedEx Shipments onsite
- Order Photography/Videography if needed
- Order Booth Security if needed
- Review complimentary Shuttle Bus Schedule to and from official block hotels.

**\*\* Additional Services can be ordered onsite at the Exhibitor Service Desk but note process will be billed at the onsite rate which is significantly higher**