

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 through our exhibitor invites program
- ASAP** Add a new product of service that you will showcase at the expo. This is free enhancement for all exhibitors

**JUNE 2023**

- 12** Final Balance Due  
(For both Exhibit and Membership fees)

**AUGUST 2023**

- 1** Stand Drawing Request Approval Due (Submit via email to [standdrawings@printingunited.com](mailto:standdrawings@printingunited.com))
- 11** Exhibitor Appointed Contractor (EAC) Intent-to-Use Form and EAC Contract and COI Due
- 18** Early Bird Lead Retrieval Deadline

**SEPTEMBER 2023**

- 4** Advance Pricing Lead Retrieval Deadline
- 18** Overhead Hanging/Rigging Sign
- 18** Last Day to Receive Discount on Custom Orders and Booth Rentals (Shepard)
- 18** Order Carpet
- 18** Order Graphics
- 18** Last Day to Receive Discount for Standard Rental Accessories (Shepard)
- 18** Last Day to Receive Discount for Ground Rigging/Forklift Rental
- 18** Add Advance Pricing for AV ends
- 18** Last Day to Receive Discount on Labor 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))
- 27** Last Day to Receive Discount on Wi-Fi (payment must be included to receive incentive rates)
- 27** Last Day to Receive Discount on Electric Orders

**OCTOBER 2023**

- 4** Cutoff deadline for AV orders  
(Call to confirm availability)
- 4** Last Day for Warehouse Deliveries without a surcharge
- 4** Submit Catering Order(s)
- 9** Last Day for Warehouse Deliveries (Receiving)
- 11** Order Hostesses/Hosts (Booth Talent) if needed
- 11** Direct to Show Site Shipments (on a targeted basis check target floor plan for assigned move in date)

**\*\* PLEASE NOTE:** 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
- 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 on a targeted basis
- Ink Waste Onsite, dispose of ink properly  
PRINTING United Expo offers a free ink waste disposal program for all exhibitors

**NO DEADLINE**

- Exhibitor Badge Registration
- 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 Online Show Directory
- Review Freight Target Floor Plans
- Review Exhibitor Services Manual
- FedEx Shipping Center available onsite for smaller items
- Order Photography if needed
- Order Booth Security if needed
- Review complimentary Shuttle Bus Schedule to and from official block hotels.
- Review registration and exhibit show floor official hours of operation

\*\* 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

**REMINDERS**

- Certified Weight Tickets are Required for all Machinery and Display Shipments
- Confirm your target Move in & Move out dates
- Note your Clean Floor Crate Removal Date/time
- Note the Marshalling Yard Location/Address

**MACHINERY**

- Place your Machine Labels on all Machine Crates
- Note Machinery separately on your Bill Of Lading with separate certified weight listed
- Order rigging/forklifts for your machine assembly/disassembly

- Provide certified weight tickets
- No machinery will be accepted at the Advanced Warehouse

**CARPET IS MANDATORY**

- If ordering through Shepard, consider visqueen covering or booth vacuuming

**ELECTRICAL ORDERS**

- Don't forget to submit your diagrams to the electrical company to ensure timeliness on carpet installation

**HANGING SIGNS**

- Place your Hanging sign labels on your hanging sign box/crate
- Electrical signs, contact electrical contractor for power required

**CLEAN FLOOR CRATE REMOVAL PLAN**

- Check your assigned date/time! Contact your concierge for further information.

**MOVE OUT PROCESS**

- Note your targeted outbound date/time – Contact your concierge for further information
- Forklift orders – are all set as WILL CALL