

OCTOBER 11–14, 2018
MANDALAY BAY | LAS VEGAS



PRESENTED BY



Checklist & Timeline

Complete	Discount Deadline	Service	Refer To:	Return To
<input type="checkbox"/>	ASAP	Check Move-In Hours/Facility Map	Service Guide	Keep for Reference
<input type="checkbox"/>	ASAP	Exhibitor Badge Registration	Exhibitor Portal	Electronic Submit
<input type="checkbox"/>	ASAP	Hotel Reservations – Mandalay Bay & The Delano	Website	(877) 632-9002
<input type="checkbox"/>	August 16 September 13	Lead Retrieval Tiered Discount Deadlines	CDS Order Forms	CDS
<input type="checkbox"/>	September 11	EAC Installation & Dismantling Form	Brede Order Forms	Brede Allied
<input type="checkbox"/>	September 11	Custom Carpet, Standard Exhibit Rentals, Fabric Displays & Hard Wall Graphics	Brede Order Forms	Brede Allied
<input type="checkbox"/>	September 11	Certificate of Insurance Due	Service Guide	Electronic Submit
<input type="checkbox"/>	September 14	Housing for AIMExpo closes	Website	(877) 632-9002
<input type="checkbox"/>	September 27	Booth Cleaning Services	Mandalay Bay Website	Mandalay Bay
<input type="checkbox"/>	September 27	Electrical Services	Mandalay Bay Website	Mandalay Bay
<input type="checkbox"/>	September 27	Telephone/Internet Services	Mandalay Bay Website	Mandalay Bay
<input type="checkbox"/>	September 27	Food & Beverage/Booth Catering	Mandalay Bay Website	Mandalay Bay
<input type="checkbox"/>	September 27	Audio Visual/Computer Rentals	Mandalay Bay Website	Mandalay Bay
<input type="checkbox"/>	September 27	Furniture & Accessories	Brede Order Forms	Brede Allied
<input type="checkbox"/>	September 27	Material Handling Order Form	Brede Order Forms	Brede Allied
<input type="checkbox"/>	September 27	Brede Labor Order Form	Brede Order Forms	Brede Allied
<input type="checkbox"/>	September 27	Shipments Must at Advance Warehouse for Discount Pricing	Brede Order Forms	Brede Allied
<input type="checkbox"/>	October 8	First day shipments can arrive direct to SHOWSITE	Brede Order Forms	Brede Allied
<input type="checkbox"/>	72 Hours prior to arrival	Hotel Reservation cancelation with full refund of deposit (Mandalay Bay & Delano only)	Website	(877) 632-9002