

EXHIBITOR CHECKLIST

FORMS/ACTION ITEMS	DEADLINE	COMPLETE
NBAA DEADLINES		
Stand Drawing Approval Due – Inline Raw, Raw, Multi-Level and Covered Stands	31 March 2017	<input type="checkbox"/>
Hanging Sign/Rigging Request Due	31 March 2017	<input type="checkbox"/>
Insertion Order for Ad in Show Guide Due	28 March 2017	<input type="checkbox"/>
Exhibitor-Hosted Stand Event Request Form Deadline	31 March 2017	<input type="checkbox"/>
EAC Intent-to-Use Form and EAC Contract Due	31 March 2017	<input type="checkbox"/>
Artwork for an Ad in <i>Show Guide</i> Due	14 April 2017	<input type="checkbox"/>
Stand Set up	21 May 2017 by 15:00	<input type="checkbox"/>
Static Display Set up	21 May 2017 by 19:00	<input type="checkbox"/>
Static Display Tear down	Begins 24 May 2017 at 15:00	<input type="checkbox"/>
Exhibitor Tear down	Begins 24 May 2017 at 16:00	<input type="checkbox"/>
PALEXPO ADVANCED PRICING DEADLINES		
Advanced Pricing	13 April 2017	
<i>Air-cooling Systems</i>	13 April 2017	<input type="checkbox"/>
<i>Catering</i>	13 April 2017	<input type="checkbox"/>
<i>Computer Equipment, Copier Rental</i>	13 April 2017	<input type="checkbox"/>
<i>Rental Equipment</i>	13 April 2017	<input type="checkbox"/>
<i>Internet Access</i>	13 April 2017	<input type="checkbox"/>
<i>Electrical</i>	13 April 2017	<input type="checkbox"/>
<i>Rigging</i>	13 April 2017	<input type="checkbox"/>
<i>Water</i>	13 April 2017	<input type="checkbox"/>
<i>Parking</i>	13 April 2017	<input type="checkbox"/>
FREEMAN ADVANCED PRICING DEADLINES		
Advanced Pricing	21 April 2017	
<i>Chalet Packages</i>	21 April 2017	<input type="checkbox"/>
<i>Booth Packages</i>	21 April 2017	<input type="checkbox"/>
<i>Furniture</i>	21 April 2017	<input type="checkbox"/>
<i>Carpet</i>	21 April 2017	<input type="checkbox"/>



22-24 MAY 2017 | GENEVA

EXHIBITOR CHECKLIST

FORMS/ACTION ITEMS	DEADLINE	COMPLETE
FREEMAN ADVANCED PRICING DEADLINES		
<i>Graphics</i>	21 April 2017	<input type="checkbox"/>
<i>Labor Services</i>	21 April 2017	<input type="checkbox"/>
SHIPPING DEADLINES		
TWI	9 May 2017	<input type="checkbox"/>
AEM DEADLINES		
<i>Air Conditioning</i>	12 April 2017	<input type="checkbox"/>
<i>High Pressure Air Conditioning</i>	12 April 2017	<input type="checkbox"/>
<i>GPU</i>	12 April 2017	<input type="checkbox"/>
LEAD RETRIEVAL DEADLINE		
<i>Lead Retrieval</i>	12 May 2017	<input type="checkbox"/>