

EXHIBIT SET-UP DEADLINE WORKSHEET



DEADLINE	TASK	COMPLETION DATE
As soon as possible	Make hotel/travel reservations for booth staff (see modexshow.com/hotels)	_____
December 1, 2023	Peninsula booth layouts due to Show Management (email to showoperations@mhi.org)	_____
	Double Deck booths submit drawing stamped by structural engineer (email to showoperations@mhi.org)	_____
	Hanging sign requests due (email to showoperations@mhi.org)	_____
January 2, 2024	Exhibitor COI due (email to sales@mhi.org)	_____
	Exhibitor-Appointed Contractor (EAC) orders due (if applicable)	_____
	EAC COI due	_____
February 13, 2024	(GES Discount Deadline)	
	Booth cleaning order due	_____
	Furniture order due	_____
	Carpet order due	_____
	Labor order due	_____
	Schedule shipments/prepare for set-up (schedule direct shipments to arrive on your target date)	_____
February 19, 2024	Electrical order due	_____
	Plumbing order due	_____
	Phone / Internet orders due to CCLD	_____
	Flowers and plants order due	_____
	Photography and videography orders due	_____
	Audio / Visual Orders due	_____
February 29, 2024	Lead Retrieval order due	_____
	Badge Order / Exhibitor Registration due	_____