



Important Deadlines



Use this list to track completion of necessary forms for exhibiting in the show.

Check Box	Due Date	Rate	Things to Do or Order
December			
<input type="checkbox"/>	4th		International Sign/Banner Request due to NASFT
<input type="checkbox"/>	11th		Shipment of freight to Freeman Warehouse begins
<input type="checkbox"/>	18th	Early Bird Special	Free Electric for CompuLead Rental
<input type="checkbox"/>	18th	Advanced	Child Care (KiddieCorp)
<input type="checkbox"/>	18th		Hotel and Travel Reservations due to Travel Planners
<input type="checkbox"/>	18th		Request to use an Exhibitor-Designated Contractor
<input type="checkbox"/>	22nd		Request for a Fire Permit due to NASFT
<input type="checkbox"/>	30th		Security Guards for booths order form due to Maloney
<input type="checkbox"/>	30th		Complimentary Booth Package form due to Freeman (NASFT Members only)
<input type="checkbox"/>	30th	Advanced	CompuLead Rental
<input type="checkbox"/>	30th	Advanced	Booth Cleaning
<input type="checkbox"/>	30th	Advanced	Carpet Rental
<input type="checkbox"/>	30th	Advanced	Custom Rental Exhibits
<input type="checkbox"/>	30th	Advanced	Display Labor
<input type="checkbox"/>	30th	Advanced	Electric
<input type="checkbox"/>	30th	Advanced	Furniture, Floor Covering, Decoration
<input type="checkbox"/>	30th	Advanced	Signs
<input type="checkbox"/>	30th		Refrigeration/Freezer Space Reservation
<input type="checkbox"/>	31st		Exhibitor Meeting Room
<input type="checkbox"/>	31st		Pre - Show Meetings in Booth
January			
<input type="checkbox"/>	1st		Plumbing
<input type="checkbox"/>	4th		Insurance and Letter from EDC due to NASFT
<input type="checkbox"/>	5th		Food Temps
<input type="checkbox"/>	5th		Telecommunications
<input type="checkbox"/>	5th		Request for a Fire Permit due to SFFD
<input type="checkbox"/>	6th		Computer Rental
<input type="checkbox"/>	6th	Advanced	Lowe Refrigeration/Freezer Equipment
<input type="checkbox"/>	6th		Last Date for Shipments to Freeman Warehouse
<input type="checkbox"/>	8th		Judy Venn & Associates Balance Due
<input type="checkbox"/>	13th	Pre-Show Rate	Audio/Visual Rental
<input type="checkbox"/>	14th		Shipment of freight to Moscone Center begins at 8:00am

Tips to make your exhibiting experience more cost-effective!

- ❑ 1. **Notify Freeman on-site if your out-bound shipment will weigh less than your in-bound.** You will be charged for the same weight that came in if they are not notified.
- ❑ 2. Check the set-up days and times to **determine the best day to move-in and set-up your booth.** Save waiting time by shipping your exhibit to the Freeman warehouse in advance.
- ❑ 3. **Avoid overtime charges** by setting up your booth between the hours of 8:00am and 4:30pm on Thursday or Friday. (See *Show Suppliers, Services & Order Forms - Labor, Shipping & Freight Handling*).
- ❑ 4. **Take advantage of discounted rates** from our official contractors by ordering in advance, usually 4-6 weeks before the Show (See *Show Suppliers, Services & Order Forms – Freeman Overview*).
- ❑ 5. **Take advantage of the Exhibitor-Driven Vehicle Program (EDV)**, if your total freight weight is 500 lbs. or less (See *Show Suppliers, Services & Order Forms – Labor, Shipping & Freight Handling*).
- ❑ 6. **Return the Complimentary Booth Package order form. This is available to NASFT members only** (See *Show Suppliers, Services & Order Forms – Freeman Overview*).
- ❑ 7. **Order your lead retrieval machine by the deadline** to receive the accompanying complimentary 500 watt electrical service in your booth. The outlet can only be used for your CompuLead Machine (See *Show Suppliers, Services & Order Forms – All Other Show Suppliers*).
- ❑ 8. Carefully review the Shipping & Freight options to **determine the best and most cost-effective method to get your product to the Show** (see *Show Suppliers, Services & Order Forms - Labor, Shipping & Freight Handling*).
- ❑ 9. **Reserve your hotel room** in advance to secure the best rate at your preferred property (See *Show Suppliers, Services & Order Forms – All Other Show Suppliers*).

Please call Roger Grant if you have any questions, comments, or concerns at 646-878-0137 or by email at rgrant@nasft.org.