



DEADLINES CHECKLIST

Deadline	Notes	Date Completed (For your Records)
May 17	<p>Submit free 30-word listing for your company and/or logo upgrade for the show guide</p> <p>Please e-mail Melissa Helms at mhelms@accessintel.com with any questions.</p>	
May 17	<p>Advanced shipping to warehouse begins</p> <p>Please note, items arriving earlier than May 17th will receive an additional storage fee.</p> <p>CLEAN PACIFIC 2019 COMPANY NAME - BOOTH # c/o Show in Motion 21-8528-123 Street Surrey, BC, V3W 3V6, Canada</p>	
May 24	<p>Last day to purchase a show guide advertisement</p> <p>E-mail Anastasia Bisson at abisson@accessintel.com to purchase.</p>	
May 27	<p>Show in Motion Advanced Order Deadline</p> <p>Standard rates applied to all orders received after 4:00 PM on May 27, 2019</p> <p>Order <i>ELECTRICITY</i>, furniture, rigging, shipping, etc from Show in Motion</p>	
May 27	<p>Final date to reserve a hotel room at our discounted group rate.</p> <p>Reservations can be made online for the Hyatt Regency Vancouver.</p>	
June 6	<p>Final day for shipments to arrive at the advanced warehouse. Items that arrive at the warehouse after this date will have additional material handling charges.</p> <p>PLEASE NOTE: shipments to show site are not permitted thru Show in Motion and may be refused.</p>	
June 10	<p>Order AV (equipment and internet) as needed onsite to avoid additional charges onsite.</p> <p>Contact Freeman AV- Canada at (604) 639-4989</p>	
June 14	<p>EXHIBITORS ATTENDING CONFERENCE SESSIONS</p> <p>Last day for pre-registration discount. Register in advance for best pricing to attend conference sessions at CLEAN PACIFIC</p>	