

# Exhibitor's Deadline Checklist

Note: Texts underlined are links to order forms and additional information:

Items:	Deadline\ Schedule
<b>Sponsorship Opportunities</b> <a href="#">RIMS RISKWORLD 2022 Prospectus</a>	<b>Ongoing</b>
<a href="#">Hosted Block Housing (Exhibitors) / Hospitality Guidelines</a>	October 5, 2021 - on going
Confirmation of Hosted Block and Hospitality assignments	October 12, 2021 - ongoing
Booth Cancellation with Full Refund	September 29, 2021
Booth Cancellation with No Refund	September 30, 2021
Rooms entitled at Headquarter Hotels are guaranteed to be available through	September 29, 2021
Last Day to reduce room blocks by 10% without penalty	January 7, 2022
Rooming list due to Connections Housing	January 19, 2022
<a href="#">Attendee Mailing List – First List</a>	February 2, 2022
<a href="#">Treasure Trek Order Forum</a>	February 25, 2022
Last date Hosted Block Forms accepted (rooming list must be included)	March 8, 2022
General Contractor- Freeman <a href="#">Online Ordering</a> <a href="#">Freeman Service Kit (PDF)</a> Requires Login - Online Customer Support Center at +1-888-508-5054 Freeman Exhibitor Services Dept. at <a href="mailto:ExhibitorSupport@freeman.com">ExhibitorSupport@freeman.com</a> or call +1-888-508-5054   Fax: +1-469-621-5607 Booth Furnishings/Exhibit Rental Systems/I&D Services/Carpet /Signs/In Booth Fork Lift/Shipping/Material Handling, Cleaning, etc.	March 10, 2022 (Discount deadline)
<a href="#">Audio Visual &amp; Computer (Receive Early Order Pricing)</a>	March 10, 2022 (Discount Deadline)
<a href="#">Private Client Meeting Rooms</a>	March 11, 2022
Exhibitor Food & Beverage – <a href="#">SAVOR Catering Order Form</a>	March 11, 2022
<a href="#">Lead Tracking Forms</a>	March 11, 2022
Advertising Opportunity: <a href="#">RIMS Show Daily</a>	March 11, 2022 (Space) March 25, 2022 (Materials)
<a href="#">Marketplace Exhibit Hall Roundup Email Order Form</a>	March 18, 2022
<a href="#">Security Order Form</a>	March 24, 2022
<a href="#">Attendee Mailing List - Second List</a>	March 30, 2022
<a href="#">Exhibit Booth Activities Form</a>	March 31, 2022
<a href="#">Certificate of Insurance (Exhibitor)</a>	March 31, 2022
<a href="#">Notification to Use an Exhibitor Appointed Contractor Form (EAC)</a>	March 31, 2022
Advance Warehouse Freight: <a href="#">Shipping Instruction and Warehouse an Label</a>	March 4, 2022 – March 31, 2022
Freeman - <a href="#">Electric, Air, Water and Drain</a>	April 6, 2022
Rooming list changes will be conducted through Connections Housing	April 8, 2022
<a href="#">Adding Subsidiary Company &amp; Product Classifications</a> (For approval of Subsidiary Company for Name Badge) – Onsite fees will be applied from April 9 <sup>th</sup> .	April 9, 2022
Update Exhibitor Directory Listing & Product Classification (online data collection) – Login Required “ <a href="#">Exhibitor Service Center</a> ”	April 1, 2022
Move-in (8:00 AM – 4:30 PM) – 400 sq fit and larger booth only	April 7, 2022

<u>Destination Management Company (Special Events)</u>	Various (Contact for details)
Move-in (8:00 AM – 4:30 PM) – all exhibitors	April 8, 2022 – April 10, 2022
Registration: Booth Personnel and Exhibitor Complimentary (ECOMP) Full Conference <u>Online Registration (On-site fees apply after 4/08/22)</u>	December 6, 2021 - April 8, 2022
<u>Registration</u> – Onsite Fees: Booth Personnel & Exhibitor Complimentary Full Conference (ECOMP)	April 9, 2022
Booth must be show ready by 4:30 PM on Sunday	April 10, 2022
Connections Housing staff onsite in the convention center	April 10-13, 2022
Freight: <u>Direct Shipments to Show Site (MC) Labels to Show Site</u>	April 7, 2022 – April 13 2022
Move-out begins at 1:30 PM - 10:00 PM	April 13, 2022
Move-out Clear Deadline at 12:00 PM	April 15, 2022
RIMS RISKWORLD 2023 In-Site Tour	May or June 2022
RIMS RISKWORLD 2023 Priority Space Selection begins (online)	July 2022

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**To obtain prompt service, submit order forms well in advance of the due date. Many services can be purchased onsite; however, discounts are only available until stated deadline.**

## Conference Week At-a-Glance

