



# NORTHEAST CANNABIS BUSINESS CONFERENCE

BOSTON, MA | EDUCATION & EXHIBITS: FEBRUARY 19-20, 2020

## Deadline Checklist

Deadline	Item	Form to Complete	Exhibitor Service Manual Section	✓
<b>NOW</b>	Update your company's online exhibitor listing and profile	Exhibitor Online Portal	MARKETING	<input type="checkbox"/>
<b>NOW</b>	READ ALL RULES AND REGULATIONS		RULES AND REGULATIONS	<input type="checkbox"/>
1/15/2020	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
1/15/2020	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
1/15/2020	Deadline to contact Exhibition Management if your company will be displaying a vehicle	Contact Exhibition Management		<input type="checkbox"/>
1/15/2020	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Exhibitor Appointed Contractor Agreement	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
1/20/2020	<b>First day Advance Warehouse will accept shipments</b>	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
1/28/2020	Deadline to order Catering for your exhibit	Catering Order Form & Menu	ADDITIONAL SERVICES	<input type="checkbox"/>
1/28/2020	Deadline to receive discount rate on Rigging Services	Hynes Exhibitor Ordering Guide	ADDITIONAL SERVICES	<input type="checkbox"/>
1/28/2020	Deadline to receive discount rate on Security Services	Hynes Exhibitor Ordering Guide	ADDITIONAL SERVICES	<input type="checkbox"/>
1/28/2020	Deadline to receive discount rate on Electrical Services	Hynes Exhibitor Ordering Guide	ADDITIONAL SERVICES	<input type="checkbox"/>
1/28/2020	Deadline to receive discount rate on Internet & Technical Services	Hynes Exhibitor Ordering Guide	ADDITIONAL SERVICES	<input type="checkbox"/>



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1/28/2020	Deadline to receive discount rate on Telephone Services	Hynes Exhibitor Ordering Guide	ADDITIONAL SERVICES	<input type="checkbox"/>
2/2/2020	Deadline to receive advance pricing on AV	Audio-Visual/Computer Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on direct machinery	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on booth accessories	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline date to receive discounted pricing on Booth Carpeting	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on In-Booth Forklift Service	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/4/2020	Deadline to receive discounted rates on ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/5/2020	Deadline to submit request for sample Food and Beverage	Exhibitor Food & Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
2/11/2020	Deadline for exhibitor freight to be received at the Advance Warehouse. <b>Materials received after 2/11/2020 will incur a 25% late handling fee</b>	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
2/14/2020	Deadline to receive 1 complimentary Lead Retrieval activation	Lead Retrieval Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
2/18/2020	Date exhibitor freight may only be received direct to Show Site at the Hynes Convention Center	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

- **\*\*as of 1/7/2020**