

## NAMM Show 2023 - Exhibitor Deadline Checklist

Order/Deadline	To Do	Done
9/21/2022	25% deposit of the total cost of Exhibit Space Due	<input type="checkbox"/>
9/21/2022	Priority Booth Order/Selection	<input type="checkbox"/>
10/5/2022	Priority Exhibitor Booth Hotel Reservations Open	<input type="checkbox"/>
10/19/2022	Exhibitor Hotel Reservations Opens	<input type="checkbox"/>
10/19/2022	Exhibitor Registration Opens	<input type="checkbox"/>
11/8/2022	Swapcard Exhibitor Center open to exhibitors	<input type="checkbox"/>
12/7/2022	Allied Universal Event Services Exhibitor Booth Security Coverage - Advance Order Discount Begins	<input type="checkbox"/>
12/7/2022	Booth Confirmations & Show Map Release	<input type="checkbox"/>
12/7/2022	Exhibitor Certificate of Insurance can be purchased through Rain Protection Insurance	<input type="checkbox"/>
12/7/2022	Exhibitor Resources Available	<input type="checkbox"/>
12/7/2022	Freeman Online Opens	<input type="checkbox"/>
12/7/2022	Lead Retrieval Products Advanced Discount Order	<input type="checkbox"/>
1/2/2023	Aramark Catering Orders Begin	<input type="checkbox"/>
1/2/2023	Smart City Internet, Telephone, Cable TV - Advance Order Discount Begins	<input type="checkbox"/>
1/9/2023	Certificate of Insurance (COI) due. Exhibitor Insurance can be purchased through Rain Protection Insurance	<input type="checkbox"/>
1/15/2023	Masterpiece International Shipping Opens	<input type="checkbox"/>
1/18/2023	Final Exhibit Space Payment Deadline	<input type="checkbox"/>
2/1/2023	Booth Variance Request Form Due	<input type="checkbox"/>
2/1/2023	Fire Marshall Plans/Permits Due	<input type="checkbox"/>
2/1/2023	Meeting Room Floorplans Due	<input type="checkbox"/>
2/10/2023	Lead Retrieval Products Advanced Discount Deadline	<input type="checkbox"/>
2/15/2023	Allied Universal Event Services Exhibitor Booth Security Coverage - Early Bird Discount Deadline Ends	<input type="checkbox"/>
2/15/2023	Exhibitor Directory Deadline	<input type="checkbox"/>
2/16/2023	Second Tier Discount Begins - Allied Universal Event Services Exhibitor Booth Security Coverage	<input type="checkbox"/>
3/1/2023	800 Plant-It Incentive Deadline	<input type="checkbox"/>
3/1/2023	Exhibitor Appointed Contractors - Work Authorization Form Due to Show Management	<input type="checkbox"/>
3/3/2023	Pre-Show Electrical Coordination Plans Due - Email electricalops-socal@freemanco.com	<input type="checkbox"/>
3/3/2023	Pre-Show Rigging Plans Due - Email to greg.marks@freemanco.com	<input type="checkbox"/>
3/8/2023	Freeman will accept Advanced Shipments at Warehouse	<input type="checkbox"/>
3/10/2023	FreemanOnline Incentive Deadline - Carpet, Exhibit Packages, Furnishings, I&D Labor, Booth Cleaning, Signs&Graphics, Rental Exhibits, Fabric Solutions, Hanging Sign, Digital Graphics, Electrical Service, Light, & AV Orders	<input type="checkbox"/>

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3/10/2023	Lead Retrieval Products Order Deadline	<input type="checkbox"/>
3/10/2023	Off-Target Move-In Request Form Due	<input type="checkbox"/>
3/17/2023	Aramark Booth Catering Order Deadline	<input type="checkbox"/>
3/20/2023	Second Tier Discount Deadline Ends - Allied Universal Event Services Exhibitor Booth Security Coverage	<input type="checkbox"/>
3/27/2023	Exhibitor Housing Last Day For Cancellations without fees	<input type="checkbox"/>
3/27/2023	Smart City Internet, Telephone, Cable TV - Advance Order Discount Ends	<input type="checkbox"/>
3/28/2023	Lead Retrieval Activated For Exhibitors	<input type="checkbox"/>
3/31/2023	Allied Universal Event Services Exhibitor Booth Security Coverage Deadline - Must be Ordered On-Site	<input type="checkbox"/>
4/8/2023	Exhibitor Move-In (Check Your Freight Target Plan)	<input type="checkbox"/>
4/9/2023	HOLIDAY	<input type="checkbox"/>
4/10/2023	Exhibitor Move-In (Check Your Freight Target Plan)	<input type="checkbox"/>
4/10/2023	Freeman accepts Direct to Show Site Materials Delivery (Check Your Freight Target Plan)	<input type="checkbox"/>
4/10/2023	Smart City Internet, Telephone, Cable TV - Must Be Ordered On-Site	<input type="checkbox"/>
4/11/2023	Exhibitor Move-In (Check Your Freight Target Plan)	<input type="checkbox"/>
4/12/2023	Exhibitor Move-In (Check Your Freight Target Plan)	<input type="checkbox"/>
4/12/2023	POV (Privately Owned Vehicle) Delivery 8:00 a.m. - 1:00 p.m.	<input type="checkbox"/>
4/12/2023	Exhibits Must Be Complete - Clean Aisle Policy - 5:00 p.m.	<input type="checkbox"/>
4/13/2023	2023 NAMM SHOW Exhibit Hours 10:00 a.m.-6:00 p.m.	<input type="checkbox"/>
4/14/2023	2023 NAMM SHOW Exhibit Hours 10:00 a.m.-6:00 p.m.	<input type="checkbox"/>
4/15/2023	2023 NAMM SHOW Exhibit Hours 10:00 a.m.-5:00 p.m.	<input type="checkbox"/>
4/15/2023	Exhibitor Move-Out 5:00 p.m.-9:00 p.m.	<input type="checkbox"/>
4/15/2023	Piano Carriers MUST begin to pick up all pianos on Saturday, April 15, 2023 at 5:00 p.m.	<input type="checkbox"/>
4/15/2023	Order NAMM Show 2024 Booth - On-Site	<input type="checkbox"/>
4/16/2023	Exhibitor Move-Out 8:00 a.m.-5:00 p.m. (Freeman Services by Appointment Only.) Exhibitors may pack product at their booth and prepare for shipment to be picked up on Monday, 4/17/23	<input type="checkbox"/>
4/17/2023	Exhibitor Move-Out 8:00 a.m.-5:00 p.m.	<input type="checkbox"/>
4/18/2023	Exhibitor Move-Out 8:00 a.m.-5:00 p.m.	<input type="checkbox"/>