



Critical Dates & Deadlines

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 27-March 1

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE		FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION				
ASAP	Hotel Reservations	Online link		<input type="checkbox"/>
February 4	Required Insurance Form	Online link		<input type="checkbox"/>
February 4	EAC Notification Form	Online link		<input type="checkbox"/>
February 4	Hanging Sign Approval Form	Online link		<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Online link		<input type="checkbox"/>
SHIPPING INFORMATION				
January 25	Advance Shipments to the Warehouse May Arrive	Freeman		<input type="checkbox"/>
February 4	Material Handling Order Discount Deadline	Freeman		<input type="checkbox"/>
February 19	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman		<input type="checkbox"/>
February 25	Date when Direct Shipments to the Mandalay Bay Convention Center May Begin to Arrive	Freeman		<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS				
February 4	Furnishings Essentials & Select Furnishings Order Form	Freeman		<input type="checkbox"/>
February 4	Freeman Carpet & Accessories	Freeman		<input type="checkbox"/>
February 4	Freeman Rental, Exhibit & TotalFlex Packages	Freeman		<input type="checkbox"/>
February 4	Freeman Graphics & Signs	Freeman		<input type="checkbox"/>
February 4	Freeman Installation & Dismantle Labor Form	Freeman		<input type="checkbox"/>
February 4	Freeman Transportation	Freeman		<input type="checkbox"/>
February 4	Freeman Forklift & Rigging Labor	Freeman		<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS				
January 3/18	Lead Retrieval Tiered Discount Deadlines	Experient		<input type="checkbox"/>
February 4	Audio Visual & Computer Rentals	Freeman		<input type="checkbox"/>
February 6	Electrical	Mandalay Bay CC		<input type="checkbox"/>
February 6	Booth Cleaning	Mandalay Bay CC		<input type="checkbox"/>
Prior to the show	Insurance for Purchase	Marsh/TotalEvent		<input type="checkbox"/>
Prior to the show	Models/Talent	Image		<input type="checkbox"/>
Prior to the show	Floral/Plants	Short Term Plant Rental		<input type="checkbox"/>