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| ABEE_logo | **Action Item Checklist** |
| **October 16-17, 2022** ● **Atlantic City Convention Center** ● **Atlantic City, NJ** | |

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.

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| **Due Date** | **Order Form** | **Return to** |
| ASAP | [Exhibitor Badge Registration](https://fastener.a2zinc.net/IFE2019/public/e_exhibitorconsole.aspx) | [Submit Electronically](https://artisanbakeryexpoeast.com/exhibitor/exhibit-inquire/)  Questions? Call (770) 291-5492 |
| ASAP | [Hotel Reservation](https://www.fastenershows.com/events/book-hotel/) | [onPeak](https://artisanbakeryexpoeast.com/hotel-travel/book-your-hotel/)  Questions? Call (855) 906 2787 |
| ASAP | Floral Order Form | [TLC National](https://ppne.pizzatoday.com/wp-content/uploads/2022/04/PPNE22-TLC-Floral-Order-Form.pdf) |
| ASAP | Exhibitor Liability Insurance Enrollment | [Marsh/TotalEvent](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=SzegUt6WX_Q$) |
| August 7 to September 16 | Tiered Lead Retrieval Forms | [Maritz Global Events](https://www.freemanco.com/forms/509842/lead_retrieval.pdf) |
| September 14 | Advance Shipments to the Freeman Warehouse Begins | [Freeman](https://www.freemanco.com/forms/509842/shipping_labels_warehouse.pdf) |
| September 16 | Food & Beverage Sampling Form | [Submit Electronically to Show Management](https://pizza.a2zinc.net/ArtisanBakeryEast2022/Public/e_Login.aspx?FromPage=e_ExhibitorConsole) |
| September 16 | Fire Safety Permit Application | [Submit Electronically to Show Management](https://pizza.a2zinc.net/ArtisanBakeryEast2022/Public/e_Login.aspx?FromPage=e_ExhibitorConsole) |
| September 16 | Catered Food & Beverage | [ACCC](https://artisanbakeryexpoeast.com/wp-content/uploads/2022/05/Catering-Forms.pdf) – Spectra Food Service |
| September 23 | Carpet & Flooring Order Form | [Freeman](https://www.freemanco.com/forms/509842/flooring.pdf) |
| September 23 | Tables & Accessories Order Form | [Freeman](https://www.freemanco.com/forms/509842/0_furnishings.pdf) |
| September 23 | Frozen & Refrigerated Food Storage Order Form | [Freeman](https://www.freemanco.com/forms/509842/refrigerated_frozen_storage.pdf) |
| September 23 | Freeman Exhibit Packages | [Freeman](https://www.freemanco.com/store/category-page?categoryId=15&showID=509842) |
| September 23 | **Coming Soon!** Material Handling Order Form | [Freeman](https://www.freemanco.com/forms/509842/00_coming_soon.pdf) |
| September 23 | Freight Services Information | [Freeman](https://www.freemanco.com/brochures/freight_lb_brochure.pdf) |
| September 23 | Labor Order Form | [Freeman](https://www.freemanco.com/forms/509842/installation_dismantle_labor.pdf) |
| September 23 | Graphics & Signs Order Form | [Freeman](https://www.freemanco.com/forms/509842/event_graphics.pdf) |
| September 28 | Telephone & Internet Order Form | [SmartCity](https://artisanbakeryexpoeast.com/wp-content/uploads/2022/04/ABE22-Smart-City-Forms.pdf) |
| September 30 | Certificate of Insurance  All Exhibiting Companies  All EAC’s | [Submit Electronically to Show Management](https://pizza.a2zinc.net/ArtisanBakeryEast2022/Public/e_Login.aspx?FromPage=e_ExhibitorConsole) |
| September 30 | Purchase Exhibitor Insurance (if needed) | [Purchase Electronically](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=SzegUt6WX_Q$)  with Marsh/Total Event Insurance |
| October 1 | Electrical, Plumbing & Lighting Truss/Motorized Hoist Form | [ACCC Utilities](https://artisanbakeryexpoeast.com/wp-content/uploads/2022/04/ABE22-ACCC-Elect.-Plumbing-Grid.pdf) |
| October 7 | Last Day Advance Shipment to Freeman Warehouse | Freeman |
| October 14 | Direct Shipments to ACCC Begin (Show Site Shipping Label) | [Freeman](https://www.freemanco.com/forms/509842/shipping_labels_show_site.pdf) |