Action Item Checklist

October 1 - 2, 2023 ● 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.

Due Date	Order Form	Return to
ASAP	Exhibitor Badge Registration	Submit Electronically Questions? Email privacy@emeraldx.com
ASAP	Hotel Reservation	onPeak Questions? Call (855) 906 2787 Toll-Free (312) 527 7300 Int'l
ASAP	Show Directory Information Listing - Exhibitors will receive a welcome email with this information	Show Management
July 24	Tiered Lead Retrieval Forms - Tier 1: On or before 7/24/23 - Tier 2: 7/25/23 – 9/4/23 - Tier 3: After 9/4/23	Maritz Global Events
August 30	Advance Shipments to the Freeman Warehouse Begins - Accepted through Friday, September 22 without surcharge	Freeman Shipping Labels
September 1	Exhibitor Appointed Contractor (EAC) Designation and Registration Forms - Required by company that is hiring an outside contractor to install or dismantle booth.	Submit Electronically
September 1	Certificate of Insurance - All Exhibiting Companies	Submit Electronically
	Purchase Exhibitor Insurance (if needed)	Purchase Electronically with Marsh/Total Event Insurance
September 1	Carpet	Freeman
September 1	Tables & Accessories	Freeman
September 1	Freeman Rental Exhibits	Freeman
September 1	Material Handling Rates	Freeman
September 1	Freight Services	Freeman
September 1	Labor	Freeman
September 1	Event Graphics Order Form	Freeman
September 1	Catered Food & Beverage - Sampling Authorization Form - Booth Food & Beverage Buyout Application	OVG Hospitality
September 15	Internet and Phone Services	SmartCity
September 15	Plants & Floral Order Form	TLC

September 16	Electrical & Booth Cleaning	ACCC
September 17	Booth Security	ACCC
September 29	Direct Shipments to Atlantic City Convention Center Begin - Shipment arriving before this date may be refused by the facility.	Freeman Shipping Labels
Prior to Show	AV and IT Equipment	SmartSource