

Exhibitor's Deadline Checklist

www.RIMS.org/Exhibitor



Note: Texts underlined are links to order forms and additional information:

Items:	Deadline\ Schedule
Booth Cancellation with Full Refund	August 31, 2018
Booth Cancellation with Partial Refund (no refunds after September 29)	September 28, 2018
Hosted Block Housing (Exhibitors) / Hospitality Guidelines	October 4, 2018- on going
Rooms entitled at Headquarter Hotels are guaranteed to be available through	October 22, 2018
Confirmation of Hosted Block and Hospitality assignments received on October 5th and October 12th will be sent via email	November 6, 2018 - ongoing
Sponsorship Opportunities RIMS2019 Prospectus	Various
Registration : Booth Personnel and Exhibitor Complimentary (ECOMP) Full Conference Online Registration (On-site fees apply after 4/26/19)	December 3, 2018 - April 26, 2019
Last Day to reduce room blocks by 10% without penalty	January 29, 2019
Rooming list due to Connections Housing	February 8, 2019
Transportation Bus Service	February 20, 2019
Treasure Trek Order Forum	March 1, 2019
Attendee Mailing List – First List	March 5, 2019
Last date Hosted Block Forms accepted (rooming list must be included)	March 12, 2019
Booth Activities Form	March 16, 2019
Freight: Shipping Instruction and Warehouse an Label	March 25, 2019 – April 18, 2019
Client Meeting Rooms	March 29, 2019
Marketplace Exhibit Hall Roundup Email Order Form	March 29, 2019
Destination Management Company (Special Events)	Various (Contact for details)
Attendee Mailing List - Second List	April 1, 2019
Audio Visual & Computer (Receive Early Order Pricing)	April 4, 2019
Certificate of Insurance (Exhibitor)	April 5, 2019
Notification to Use an Exhibitor Appointed Contractor Form (EAC)	April 5, 2019
Boston Convention and Exhibition Center Electric, Telephone, Internet, Rigging, Plumbing, and Security Service	March 28, 2019
Exhibitor Food & Beverage – Levy Restaurant Catering Menu and Order Form	March 28, 2019
Rooming list changes will be conducted through Connections Housing	March 29, 2019
General Contractor- Freeman Online Ordering Freeman Service Kit (PDF) Requires Login - Online Customer Support Center at +1-888-508-5054 Freeman Exhibitor Services Dept. at FreemanBostonES@freeman.com or call +1-508-894-5100 Fax: +1-469-621-5608 Booth Furnishings/Exhibit Rental Systems/I&D Services/Carpet /Signs/In Booth Fork Lift/Shipping/Material Handling, Cleaning, etc.	April 4, 2019
Floral / Plant Decorations	April 12, 2019

Advertising Opportunity: RIMS Show Daily	April 5, 2019 (Space) April 12, 2019 (Materials)
Hotel Door Drop Marketing (Deadline for Materials) – Order Form	April 19, 2019
Photographer	April 19, 2019
Move-in (8:00 AM – 4:30 PM) – 400 sq fit and larger booth only	April 25, 2019
Freight: Direct Shipments to Show Site (BCEC) Labels to Show Site	April 25, 2019 – May 1, 2019
Move-in (8:00 AM – 4:30 PM) – all exhibitors	April 26, 2019 – April 28, 2019
Lead Tracking Forms	April 27, 2019
Connections Housing staff onsite in the convention center	April 27, 2019
Business Center	Throughout Conference
Update Exhibitor Directory Listing & Product Classification (online data collection) – Login Required “ Exhibitor Service Center ”	April 26, 2019
Adding Subsidiary Company & Product Classifications (For approval of Subsidiary Company for Name Badge) – Onsite fees will be applied from April 27 th .	April 26, 2019
Registration – Onsite Fees: Booth Personnel & Exhibitor Complimentary Full Conference (ECOMP)	April 27, 2019
Booth must be show ready by 5:00 PM on Sunday	April 28, 2019
Move-out begins at 3:00 PM - 10:00 PM	May 1, 2019
Move-out Clear Deadline at 4:30 PM	May 3, 2019
RIMS 2019 In-Site Tour (information will be available on the RIMS website by March 2019)	June, 2019
2020 Priority Space Selection begins (online)	July, 2019

Note: Texts underlined are links to order forms and information.

To obtain prompt service, submit order forms well in advance of the due date. Many services can be purchased onsite; however, discounts are only available until stated deadline.