

Exhibitor's Deadline Checklist

www.RIMS.org/ESM



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

Item	Deadline/Schedule
Hospitality Information	o ASAP-03/27/15
Hosted Block Housing (Exhibitors)	o ASAP-04/03/15
Housing Confirmation Mailed from ConnectionsHousing (RIMS Official Housing Vendor)	o Schedule details on the link
Attendee Mailing List	o Available March, 2015
RIMS '15 Hospitality Guidelines Due to RIMS	o With Request for Space
Sponsorship Opportunities www.RIMS.org/Sponsorships	o various
Booth Cancellation with Full Refund (cancellation fee on or after 09/05/14)	09/05/14
Booth Cancellation with Partial Refund (no refunds on or after 11/1/2014)	10/31/14
Registration: Booth Personnel and Exhibitor Complimentary (ECOMP) Full Conference	
Online Registration (Advance Registration- fees apply after 3/24/14)	12/04/14 – 4/24/15
Conference Program and Treasure Trek Participant Order Form	12/04/14
Housing Rooming Lists/Deposits Due to ConnectionsHousing	01/26/15
Subsidiary Company Add Subsidiary Company & Product Classifications	01/31/15
Exhibitor Directory Listing & Product Classification (online data collection) for Onsite Conference Guide Published Materials - Login Required > "Exhibitor Profile Manager"	02/01/15
Notification to Use an Exhibitor Appointed Contractor Form (EAC)	02/13/15
Security (Early Bird Deadline 02/15/15)	02/15/15
Conference Guide Advertising Order Form –space reservation 02/18/2015 *Materials Due: Friday 02/23/2015	02/18/15
Registration - Advance: (no fees by online) Booth Personnel & Exhibitor Complimentary (ECOMP)	02/20/15
Banner Opportunities Information and deadline to submit graphics	02/23/15
Shuttle Service – Conference Bus	03/02/15
Lead Tracking Forms Early Rates (Advance Rates expire 04/02/15)	03/05/15
Client Meeting Room Order Form	03/16/15
Exhibit Booth Activities Form	03/20/15
Publications Display Order Form	03/20/15
Exhibit Hall Email Preview Order Form	03/20/15
Food & Beverage - Catering Menu	03/21/15
Freight: Advance Shipments Warehouse Labels to Warehouse	03/23/15 – 04/16/15
Labels for Hanging Sign	03/23/15 – 04/16/15
Housing Rooming List Changes Due to ConnectionsHousing	03/27/15
Final Update to Online Exhibit Directory Listing before Attendee Confirmation Email	03/28/15
Carpeting/Flooring Freeman (Booth Carpeting is not included but is mandatory in your booth and must be supplied by the exhibitor) Note: Exhibit Hall aisle carpeting will be in Tuxedo	03/28/15
General Contractor- Freeman Online Ordering http://www.freemanonline.com Requires Login - Online Customer Support Center at 1-888-508-5054 Freeman Exhibitor Services Dept. at FreemanNewOrleansES@freemanco.com or call (504) 731-6137 Fax: (469) 621-5612 Booth Furnishings/Exhibit Rental Systems/I&D Services/Carpet /Signs/In Booth Fork Lift/Shipping/Material Handling, Cleaning , etc.	03/28/15
Transportation(Air & Ground Freight) or call 800-995-3579 (Toll Free US & Canada) / 817-607-5100 (Local & International)	03/28/15
Audio Visual & Computer	03/28/15
Destination Management Company (Special Events)	03/28/15
Floral/Plant Decorations	03/28/15
Photographer	03/28/15
Certificate of Insurance (Exhibiting Company) Review Rules	03/31/15

Item	Deadline/Schedule
<u>Insurance</u>	04/01/15
New Orleans Ernest N. Morial Convention Center Order Forms - <u>Catering, Electrical, Internet, Plumbing, Telecommunications</u>	04/06/15
<u>Business Center</u>	04/11/15
Freight: <u>Advance Warehouse</u> deadline (3:30pm) before additional deadline fee applies	04/16/15
<u>Hotel Door Drop Marketing</u> Order Form Due April 18, 2015 * Materials Due April 26, 2015)	04/18/15
Warehouse Freight Move-in (10:00am – 5:00pm)	04/23/15
Move-in (8:00am – 5:00pm) Island Booths only	04/23/15
Freight: <u>Direct Shipments to Show Site</u> (MCCNO) <u>Labels to Show Site</u>	04/23/15 – 4/29/15
<u>Registration</u> - Regular: (fees applies if only by email or call center) Booth Personnel & Exhibitor Complimentary Full Conference (ECOMP)	04/24/14
Move-in (8:00am - 5:00pm) In-Line Booths	04/24/15 – 4/26/15
<u>Guest Registration and Opening Reception Ticket</u> : For ECOMPs only purchase online at <u>www.RIMS.org/ConferenceChanges</u> (will be available in December, 2014)	04/25/15 (ECOMP only)
Booth must be show ready by 5:00PM on Sunday	04/26/15
Exhibit Hall Hours 10:00am - 5:00pm	04/27/15 – 4/28/15
Exhibit Hall Hours 10:00am - 3:00pm	04/29/15
Move-out begins at 3:00pm - 8:00pm	04/29/15
Carrier Check-in Deadline by 3:00pm (inline booths only)	04/30/15
Move-out 8:00am - 5:00pm and Clear Deadline at 5:00pm (inline booths only)	04/30/15
Carrier Check-in Deadline by 10:00am (island booths only)	05/01/15
Move-out 8:00am – 12:00pm and Clear Deadline at 12:00pm (island booths only)	05/01/15
2016 Priority Space Selection begins (online)	Week of June 23, 2015

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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.