



Deadline	What?	Done!
NOW	Review CAHF Exhibitor Prospectus & Show Sponsorships brochure	<input type="checkbox"/>
NOW	Develop a pre-show marketing plan See Exhibitor Prospectus PAGE 10	<input type="checkbox"/>
Mid-September	Submit prize information for <b>Exhibitor Giveaways</b> See Exhibitor Prospectus PAGE 10 for details	<input type="checkbox"/>
October 15	Click link in confirmation email to review/update online exhibitor profile	<input type="checkbox"/>
	<b>SHIP FREIGHT</b> to arrive at Advance Warehouse by <b>November 10</b> . See Innovative Expo Exhibitor Service Kit for details (link emailed early October).	<input type="checkbox"/>
October 29	<b>RECEIVE DISCOUNT PRICING!</b> Place order for furnishings, <u>additional</u> carpet, labor, electrical, Internet, catering, booth cleaning, etc. through <b>Innovative Expo</b> .	<input type="checkbox"/>
	Visit your Exhibitor Dashboard and assign booth personnel. <b>Remember...ALL BOOTH PERSONNEL MUST UPLOAD PROOF OF VACCINATION TO OUR SAFEEXPO PORTAL PRIOR TO NOV 12.</b>	<input type="checkbox"/>
	Utilize attendee list for pre-show marketing efforts	<input type="checkbox"/>
November 29	Follow-up on those leads!	<input type="checkbox"/>
Mid-December	Utilize final registered attendee list for post-show marketing efforts	<input type="checkbox"/>