



CALIFORNIA CANNABIS BUSINESS CONFERENCE

LONG BEACH, CA | EXPO & EDUCATION: OCTOBER 8-9, 2019

Deadline Checklist

Deadline	Item	Form to Complete	Exhibitor Service Manual Section	✓
NOW	Update your company's online exhibitor listing and profile	Exhibitor Online Portal	MARKETING	<input type="checkbox"/>
NOW	READ ALL RULES AND REGULATIONS		RULES AND REGULATIONS	<input type="checkbox"/>
9/8/2019	Deadline to receive advance pricing on AV	Audio-Visual/Computer Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
9/9/2019	First day Advance Warehouse will accept shipments	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/10/2019	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
9/10/2019	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
9/10/2019	Deadline to contact Exhibition Management if your company will be displaying a vehicle	Contact Exhibition Management		<input type="checkbox"/>
9/10/2019	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Exhibitor Appointed Contractor Agreement	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
9/13/2019	Deadline to submit request for Food and Beverage Order	Exhibitor Food and Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
9/17/2019	Deadline to receive advance pricing on Utilities	Electrical Order Form	UTILITIES	<input type="checkbox"/>
9/22/2019	Deadline to receive incentive rate on Internet Service	Internet Order Form	UTILITIES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on booth furnishings	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>



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9/23/2019	Deadline date to receive discounted pricing on Booth Carpeting	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on In-Booth Forklift Service	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on Hanging Signs & Banners (Island and Peninsula booths 20'x20' and larger Only)	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rated on porter service	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/23/2019	Deadline to receive discounted rates on ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
9/27/2019	Deadline to order Catering for your exhibit. All catering orders placed after 9/27/2019 will have a 15% late fee applied.	Catering Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
9/30/2019	Deadline for exhibitor freight to be received at the Advance Warehouse. Materials received after 9/30/2019 will incur a 25% late handling fee	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
10/7/2019	Date exhibitor freight may only be received direct to Show Site at the San Jose Convention Center	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

- ****as of 9/3/2019**