



Action Item Checklist

Take action, be organized and save your company money! 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 up to 40% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you to the show.

Complete	Due Date	Order Form	Deadline From
<input type="checkbox"/>	April 1	Submit Certificate of Insurance	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 8	Design Ad Deadline	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 15	Pay Balance Due (See Invoice)	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 15	Co-Exhibitor Application Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 15	Co-Exhibitor Authorization Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 22	Print Ready Ad Deadline (Advertising Form)	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 22	Additional Directory Listing Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	April 22	Upgraded Directory Listing Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	May 1	Order safe	Rolland Safe
<input type="checkbox"/>	May 2	Lighting Package Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	May 2	Additional Passes & Postcards Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	May 5	Deadline for Showcase Orders	Atlantic Rentals
<input type="checkbox"/>	May 5	Category Listing Form	Las Vegas Antique Jewelry & Watch Show
<input type="checkbox"/>	May 18	Advanced Pricing for Encore Event Tech ends (electric, internet, cleaning, telephone, etc.)	Encore Event Technologies
<input type="checkbox"/>	Prior to Move In	Private Security Guard	SOA Security