



## EXHIBITOR CHECKLIST

<input type="checkbox"/>	RIGHT AWAY	DEADLINE
<input type="checkbox"/>	Review <a href="#">Booth Display Guidelines</a> and <a href="#">What's Included With Your Booth</a>	Right Away
<input type="checkbox"/>	<a href="#">Update your Listing</a> in the Online Directory and Mobile App	Right Away
<input type="checkbox"/>	Register with your Complimentary Exhibitor Badges sent by email from FMI <a href="mailto:register@fmi.org">register@fmi.org</a>	Right Away
<input type="checkbox"/>	Begin reviewing <a href="#">Food Sampling Rules and Regulations</a> and required forms	Right Away
<input type="checkbox"/>	Add Exhibitor Webinar, taking place January 29 at 2:00 p.m. EDT, to your calendar	Right Away
<input type="checkbox"/>	Review the <b>Marketing Tool Kit</b> , available December 20, and promote your participation in the event	Right Away
<input type="checkbox"/>	JANUARY	DEADLINE
<input type="checkbox"/>	<a href="#">Purchase Additional Badges</a> by the Early Bird Discount Deadline	January 10
<input type="checkbox"/>	Last day to cancel or downsize booth space without penalty	January 18
<input type="checkbox"/>	Attend Exhibitor Webinar at 2:00 p.m. EDT	January 29
<input type="checkbox"/>	FEBRUARY	DEADLINE
<input type="checkbox"/>	<a href="#">Booth Material shipments</a> accepted at the Advance Warehouse (NO frozen or refrigerated product) February 13 – March 13	February 13
<input type="checkbox"/>	<a href="#">Required Food Sampling Forms</a> and Catering Orders due	February 19
<input type="checkbox"/>	Last day to reserve discounted rate rooms at Inn at Opryland Hotel	February 19
<input type="checkbox"/>	Last day to reserve discounted rate rooms at Gaylord Opryland Hotel	February 26
<input type="checkbox"/>	Last day to receive discounted rates on <a href="#">GES booth services</a> and furnishings	February 26
<input type="checkbox"/>	Upload <a href="#">Certificate of Insurance</a> to Exhibitor Dashboard. Purchase insurance from <a href="#">Rainprotection</a> if needed.	February 26
<input type="checkbox"/>	Create your company profile in the SwapCard Mobile App using the <a href="#">Exhibitor User Guide</a>	February 29
<input type="checkbox"/>	MARCH	DEADLINE
<input type="checkbox"/>	Last day to receive discounted rates for <a href="#">Electric</a> and <a href="#">Internet</a>	March 1
<input type="checkbox"/>	Last day to place orders with <a href="#">Lowe Refrigeration</a>	March 4
<input type="checkbox"/>	Last day for <a href="#">Booth Material shipments</a> to arrive at the Advance Warehouse	March 13
<input type="checkbox"/>	<a href="#">Refrigerated/Frozen product</a> for the HOTEL (to cook and prep) accepted Direct to Show	March 13–15
<input type="checkbox"/>	<a href="#">Refrigerated/Frozen product</a> for the BOOTH accepted Direct to Show	March 13–16
<input type="checkbox"/>	Download the Mobile App before heading to Nashville	March 15
<input type="checkbox"/>	<a href="#">Booth Material shipments</a> accepted Direct to Show	March 16–19