

Deadline Checklist

<u>Deadline</u>	<u>Action Item</u>	✓
April 25, 2023	Lead Retrieval Order Form (CompuLead) Early Bird Deadline	
April 28, 2023	<i>Exhibitors with Room Blocks</i> – Deadline to provide individual guest names for your block	
April 30, 2023	Last Day to cancel Hotel Rooms without penalty	
May 11, 2023	Lead Retrieval Order Form (CompuLead) Advance Deadline	
May 19, 2023	Submit PowerPoint slide to be included in the Keynote Session slideshow. Use the template in the Exhibitor Console and send slide to meetings@boma.org	
May 19, 2023	Request the Invited Press List – Contact mkutner@showmgmt.com	
May 22, 2023	Deadline to Reserve Hotel Rooms at the Loews Kansas City through the Housing Bureau at the Discounted Rate - <i>Please note: the BOMA room block could sell out prior to this date.</i>	
May 22, 2023	IF YOU ARE PLANNING TO USE LABOR OTHER THAN FREEMAN , Complete the intent to use an Exhibitor Appointed Contractor (EAC) Form; send to mkutner@showmgmt.com	
May 22, 2023	REQUIRED: Submit copy of Certificate of Insurance to sales@rainprotection.net	
May 24, 2023	Advance shipments may begin to arrive at the Freeman Warehouse. <i>Late fees will apply for any materials received after June 16th.</i>	
May 26, 2023	Freeman Services Discount Deadline:	
	Booth Furnishings – Carpet is Required	
	Material Handling/Labor	
	Forklift/Rigging	
	Booth Cleaning	
May 26, 2023	Deadline to Reserve Hotel Rooms at the Kansas City Marriott Downtown through the Housing Bureau at the Discounted Rate - <i>Please note: the BOMA room block could sell out prior to this date.</i>	
May 26, 2023	Discount Deadline for Catering Services through Aramark. <i>Orders received after May 26 will be charged an additional 20%.</i>	
June 7, 2023	Advance Deadline for Kansas City Convention Center (KCCC) Services including:	
	Electrical Services	
	Gas, Compressed Air, Water & Drain Services	
	Technology Services (Phone, Internet)	
June 7, 2023	Audio Visual and Computer Rental Order Form due to Harvest	
June 12, 2023	Security Order Form due to Crowd Systems	
June 16, 2023	Pre-Registration Deadline	
June 23, 2023	Direct Shipments may begin to arrive at the Convention Center at 8:00 am	