



EXHIBITOR CHECKLIST

2017 DesignDC

@ Walter E Washington Convention Center

Washington, DC

October 2-4, 2017

THINGS TO DO / ORDER	ADVANCE PRICE DEADLINES	LOCATION OF FORM / TAB	DATE COMPLETED
Standard / Specialty Furnishings	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Carpet & Padding (Exhibit hall is carpeted)	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Floral	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Cleaning	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Rental Exhibits/Counters/Charging Stations	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Signs	Tuesday, September 5, 2017	"Order Here" tab / Booth Accessories	
Installation & Dismantle Labor	Tuesday, September 5, 2017	"In Booth Labor" tab / Display Labor	
Forklift Service	Tuesday, September 5, 2017	"In Booth Labor" tab / Rigging & Forklift Labor	
Exhibitor Appointed Contractor Form (If using Third Party for Booth Labor)	Monday, May 22, 2017	"In Booth Labor" tab/ Required Forms	
Electric Services Provided by Hi-Tech	Order and Pay prior to Wednesday, September 13, 2017	"Order Here" tab/ Official Suppliers Fax order to (202) 249-3601	
Internet, Phone, and Cable Services Provided by Smart City	Order and Pay prior to Tuesday, September 5, 2017	"Order Here" tab / Official Suppliers Fax order to (702) 943-6001	
Audio Visual Services Provided by Projection	Order and Pay prior to move-in	"Order Here" tab / Official Suppliers Fax order to (866) 728-5938	
Advance Shipments to the Warehouse (Without late to warehouse fee)	Tuesday, September 26, 2017	"Material Handling" tab / Order Material Handling	
Advance Shipments to Warehouse (Late Fee added in addition to regular material handling charges)	Friday, September 29, 2017	"Material Handling" tab / Order Material Handling	
Direct Shipments to Show Site	Tuesday, October 3, 2017 8:00am – 3:30pm	"Material Handling" tab / Order Material Handling	
Shipping/Transportation		"Shipping" tab / Shipping	
Outbound Material Handling Agreement	Wednesday, October 4, 2017	"Shipping Tab" / Outbound Shipping Paperwork	



SAVE MONEY BY ORDERING BEFORE SHOW SITE!