



Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

## Exhibitor Showcase Important Dates & Deadlines

|                                                                                                                                               | Resources & Links                                | Due Date   | Completed                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------|--------------------------|
| <b>Read &amp; Sign Rules and Regulations</b>                                                                                                  | <a href="http://www.mheda.org">www.mheda.org</a> | 12/19/2025 | <input type="checkbox"/> |
| <b>Provide Logo &amp; 100-word Description</b>                                                                                                | <a href="http://www.mheda.org">www.mheda.org</a> | 12/19/2025 | <input type="checkbox"/> |
| Access your company's page with the link from Rebecca Hein. This description will be used for the website, MHEDA Journal, and Convention App. |                                                  |            |                          |
| <b>Final Payment Due</b>                                                                                                                      | <a href="http://www.mheda.org">www.mheda.org</a> | 1/15/2026  | <input type="checkbox"/> |
| <b>Review Exhibitor Manual from GES</b>                                                                                                       | <a href="#">GES Manual</a>                       | 1/15/2026  | <input type="checkbox"/> |
| <b>Select Booth Package</b>                                                                                                                   | <a href="http://www.mheda.org">www.mheda.org</a> | 1/30/2026  | <input type="checkbox"/> |
| <b>Convention Registration</b>                                                                                                                | <a href="http://www.mheda.org">www.mheda.org</a> | 2/15/2026  | <input type="checkbox"/> |
| MHEDA requires at least one person to be registered to attend the Convention. Early Bird Pricing ends 2/15/2026.                              |                                                  |            |                          |
| <b>Hotel Reservations</b>                                                                                                                     | <a href="http://www.mheda.org">www.mheda.org</a> | 2/15/2026  | <input type="checkbox"/> |
| You must be a registered attendee for Convention to receive the link to book your hotel.                                                      |                                                  |            |                          |
| <b>Advance Shipment Warehouse Opens</b>                                                                                                       | <a href="#">GES Shipping &amp; Handling</a>      | 3/31/2026  | <input type="checkbox"/> |
| You may ship items through GES from ProMat to MHEDA's 2025 Exhibitor Showcase.                                                                |                                                  |            |                          |
| <b>GES Shipping Discount Deadline</b>                                                                                                         | <a href="#">GES Shipping &amp; Handling</a>      | 4/13/2026  | <input type="checkbox"/> |
| <b>Order Electrical &amp; AV</b>                                                                                                              | <a href="#">Royal Productions</a>                | 4/22/2026  | <input type="checkbox"/> |
| <b>Last Day for Shipments to GES Warehouse</b>                                                                                                | <a href="http://www.mheda.org">www.mheda.org</a> | 4/29/2026  | <input type="checkbox"/> |