

EXHIBITOR CHECKLIST - Important Deadlines

DUE DATE	ACTION ITEM	DEPARTMENT
JULY/AUGUST		
July 9	First office payment due for Exhibition Space	Accounting
Aug 15	Exhibitor Order Forms & Badge Forms available online	Furniture & Equipment Badge Department
Aug 18	Screening Request Portal opens	Screenings Department
Aug 29	Final Balance due for Exhibition Space Deadline to cancel Exhibition Space. Please refer to Cancellations and Refund Policy per agreement.	Accounting
SEPTEMBER		
Sept 19	Deadline to submit LAN Connection Order - for guarantee without penalty	Furniture & Equipment
Sept 26	Deadline to Request Removal of Hotel Furniture	Furniture & Equipment
Sept 26	Last day to submit Furniture Order - for guaranteed supply without penalty. A late fee will apply after this date.	Furniture & Equipment
Sept 26	Deadline to purchase Badges at discounted rate	Badge Department
OCTOBER		
Oct 3	Order for Insurance or Exhibitor's own Certificate of Insurance - Due (REQUIRED)	Furniture & Equipment
Oct 3	Electrical Requirements - Due (REQUIRED)	Furniture & Equipment
Oct 3	Last day to cancel for a refund for a Theatrical Screening	Furniture & Equipment
Oct 3	Office Floor Plan - Due	Furniture & Equipment
Oct 3	Company Listing Form - Due (REQUIRED)	Exhibitor Services
Oct 10	Last day to submit online order for LAN Connection	Furniture & Equipment
Oct 15	Vendors must be registered with AFM to be granted access	Furniture & Equipment
Oct 17	Deadline to cancel purchased Badges and receive a refund	Badge Department
Oct 17	Exhibitor Under Umbrella Program registration deadline	Exhibitor Services
Oct 17	Deadline to submit Badge photos and/or request photo changes	Badge Department
Oct 17	Deadline to request mini-bar to be locked.	Fairmont Catering
Oct 17	Westfield Century City Parking Pass Sale Ends	Badge Department
Oct 17	Deadline to schedule LAN Installation with Hotel	Fairmont
Oct 20	Hall Wall-Decal Order & Artwork - Due	Furniture & Equipment
Oct 24	Last day to submit online orders for Furniture, AV, Dividers, Electrical (REQUIRED) and Insurance (REQUIRED)	Furniture & Equipment
Oct 24	Deadline to cancel Furniture & Equipment without penalty	Furniture & Equipment
Oct 24	Office Security Deposit due to the hotel	Fairmont
Oct 24	Last day to submit Exhibitor Supplier COI	Furniture & Equipment
Oct 31	Deadline to submit Film information for AFM Screenings Guide	Screenings Department
Oct 31	Last day to submit online Badge orders	Badge Department
Oct 31	Deadline for materials to arrive at warehouse for AFM delivery	ELM

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