

EXHIBITOR CHECKLIST - IMPORTANT DEADLINES

DUE DATE	ACTION ITEM	DEPARTMENT
JULY/AUGUST		
Jul 13	Exhibitor Order Forms & Badge Forms available online	Exhibitor Services
July 31	Final Balance due for Exhibition Space Deadline to cancel Exhibition Space. Please refer to Cancellations and Refund. Policy per agreement.	Accounting
Aug 18	Screening Request Portal opens	Screenings Department
SEPTEMBER		
Sept 18	Deadline to submit LAN Connection Order - for guarantee without penalty	Exhibitor Services
Sept 25	Deadline to Request Removal of Hotel Furniture	Exhibitor Services
Sept 25	Deadline to purchase Badges at discounted rate	Badge Department
OCTOBER		
Oct 2	Order for Insurance or Exhibitor's own Certificate of Insurance - Due (REQUIRED)	Exhibitor Services
Oct 2	Electrical Requirements - Due (REQUIRED)	Exhibitor Services
Oct 2	Last day to cancel for a refund for a Theatrical Screening	Exhibitor Services
Oct 2	Company Listing Form - Due (REQUIRED)	Exhibitor Services
Oct 9	Last day to submit online order for LAN Connection	Exhibitor Services
Oct 9	Hall Wall Decal Order & Artwork Due. A late fee will apply after this date.	Exhibitor Services
Oct 16	Vendors must be registered with AFM to be granted access	Exhibitor Services
Oct 16	Deadline to cancel purchased Badges and receive a refund	Badge Department
Oct 16	Exhibitor Under Umbrella Program registration deadline	Exhibitor Services
Oct 16	Deadline to request mini-bar to be locked.	Fairmont Catering
Oct 16	Westfield Century City Parking Pass Sale Ends	Badge Department
Oct 16	Deadline to schedule LAN Installation with Hotel	Fairmont
Oct 23	Deadline to submit Badge photos and/or request photo changes	Badge Department
Oct 23	Last day to submit online orders for Electrical (REQUIRED) and Insurance (REQUIRED)	Exhibitor Services
Oct 23	Office Security Deposit Due to Fairmont Hotel (Office Exhibitors Only) <i>Required for exhibitors with contracted offices. A credit card authorization/security deposit is required by the hotel to cover any potential incidentals or charges.</i>	Fairmont
Oct 23	Last day to submit Exhibitor Supplier COI	Exhibitor Services
Oct 28	Last day to submit Furniture Order - for guaranteed supply without penalty. A late fee will apply after this date.	AFR Furniture Rental
Oct 28	Deadline to cancel Furniture & Equipment without penalty	AFR Furniture Rental
Oct 30	Deadline to submit Film information for AFM Screenings Guide	Screenings Department
Oct 30	Last day to submit online Badge orders	Badge Department
Oct 30	Deadline for materials to arrive at warehouse for AFM delivery	ELM