



NORTHWEST SPORTSHOW CHECKLIST

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| <input type="checkbox"/> Due Now | ST-19 Form <i>(all exhibitors must complete, even if no sales being completed at the show)</i> |
| <input type="checkbox"/> March 13, 2019 | Advance shipments may begin arriving at Brede Exposition Services warehouse |
| <input type="checkbox"/> January 28, 2019 | Ads for the Official Show Guide (Directory) |
| <input type="checkbox"/> February 15, 2019 | Specific move-in information to be e-mailed |
| <input type="checkbox"/> March 1, 2019 | Preferred Hotel Rate Expiration Date |
| <input type="checkbox"/> March 7, 2019 | Installation and Dismantling Order |
| <input type="checkbox"/> March 7, 2019 | Decorator Order/Carpet Order Form discount deadline |
| <input type="checkbox"/> March 9, 2019 | Minneapolis Convention Center Electrical and Telephone Order discount deadline |
| <input type="checkbox"/> March 19, 2019 | Additional charge for freight received at the Warehouse after this date |
| <input type="checkbox"/> March 19, 2019 | Direct Shipments may begin arriving at MCC |
| <input type="checkbox"/> March 21 – 24 2019 | 86th Progressive Insurance Northwest Sportshow |

Also please note:

A very effective way of advertising is through the Official Show Guide, distributed **FREE** to all show attendees. For more information, call Alisdair Martin, TRMG, (847) 868-1810 EXT 1; alisdair@trmgllp.com.