



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 25, 2020 | Advance shipments may begin arriving at Brede Exposition Services warehouse |
| <input type="checkbox"/> February 7, 2020 | Ads for the Official Show Guide (Directory) |
| <input type="checkbox"/> February 28, 2020 | Specific move-in information to be e-mailed |
| <input type="checkbox"/> March 13, 2020 | Preferred Hotel Rate Expiration Date |
| <input type="checkbox"/> March 19, 2020 | Installation and Dismantling Order |
| <input type="checkbox"/> March 19, 2020 | Decorator Order/Carpet Order Form discount deadline |
| <input type="checkbox"/> March 21, 2020 | Minneapolis Convention Center Electrical and Telephone Order discount deadline |
| <input type="checkbox"/> March 31, 2020 | Additional charge for freight received at the Warehouse after this date |
| <input type="checkbox"/> March 31, 2020 | Direct Shipments may begin arriving at MCC |
| <input type="checkbox"/> April 2 – 5 2020 | 88th 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.