



# Action Item Checklist

Welcome to Pizza & Pasta Northeast 2019. Take action, be organized and save your company money! Use this checklist as your guideline for important deadlines for the show. Please keep copies of all forms and bring with you on-site.

Deadline	Form Name	Service Provider	<input checked="" type="checkbox"/>
ASAP	Exhibitor & Guest Registration	<a href="#">Exhibitor Portal</a>	<input type="checkbox"/>
ASAP	Floral Order Form	TLC Floral	<input type="checkbox"/>
ASAP	Hostesses, Greeters & Talent Services Order Form	Judy Venn & Assoc.	<input type="checkbox"/>
ASAP	Official Hotel Reservations	<a href="#">EventSphere</a>	<input type="checkbox"/>
ASAP	Exhibitor Liability Insurance Enrollment	<a href="#">Marsh/TotalEvent</a>	<input type="checkbox"/>
<b>August</b>			
July 31/August 15	Lead Retrieval Tiered Discount Deadline	Experient	<input type="checkbox"/>
August 23	Hotel Room Block Deadline	EventSphere	<input type="checkbox"/>
August 23	Advance Shipments to the Freeman Warehouse Begins (Overtime charges may apply)	Freeman	<input type="checkbox"/>
<b>September</b>			
August 26	Application for Food Preparation	Show Management	<input type="checkbox"/>
September 3	Insurance Certificate & Work Authorization Form	Show Management	<input type="checkbox"/>
September 3	Exhibitor Appointed Contractor Form	Show Management	<input type="checkbox"/>
September 3	Carpet Order Form	Freeman	<input type="checkbox"/>
September 3	Exhibit Packages	Freeman	<input type="checkbox"/>
September 3	Frozen & Refrigerated Food Storage Order Form	Freeman	<input type="checkbox"/>
September 3	Hanging Sign Order Form	Freeman	<input type="checkbox"/>
September 3	Labor & Material Handling Form	Freeman	<input type="checkbox"/>
September 3	Signs and Graphics	Freeman	<input type="checkbox"/>
September 3	Specialty Furniture	Freeman	<input type="checkbox"/>
September 5	Telephone & Internet Order Form	SmartCity	<input type="checkbox"/>
September 9	Electrical, Plumbing & Lighting Truss/Motorized Hoist Form	ACCC Utilities	<input type="checkbox"/>
September 10	Fire Safety Permit Application	NJ Division of Fire Safety	<input type="checkbox"/>
September 17	Last Day for Shipments to Arrive at the Freeman Warehouse without Additional Surcharges	Freeman	<input type="checkbox"/>
September 23	Catering, Catering Supplies & Equipment Rental	Spectra Food Service	<input type="checkbox"/>
September 24	Direct Shipments to the ACCC Begin (Overtime charges may apply)	ACCC	<input type="checkbox"/>
September 24	Move-in Begins at 8am	ACCC	<input type="checkbox"/>
September 25	Show Opening at 10am	ACCC	<input type="checkbox"/>
September 26	Move-Out Begins at 3:30 pm	ACCC	<input type="checkbox"/>