



**EXHIBITOR CHECKLIST AND DEADLINE DATES
INTERNATIONAL JEWELRY AND MERCHANDISE SHOW
NOVEMBER 17, 18, 19, 20, 2022**

Listed below are some important dates that you should not miss. Be sure to meet the discount deadline dates to save money! The forms can be found in your Exhibitor Kit or by visiting www.helenbrett.com

HELEN BRETT DEADLINE DATES

Final Payment Due	October 17, 2022
Directory Ad Form	October 24, 2022
Directory Product Listings Form	October 24, 2022
Certificate of Insurance	November 14, 2022
Exhibitor Badges	November 15, 2022

HOTEL RESERVATION DEADLINE DATES

Hilton Garden Inn New Orleans Convention Center	October 15, 2022
Hampton Inn & Suites New Orleans Convention Center	October 17, 2022
Hyatt Place New Orleans Convention Center	October 17, 2022

AM EXPO GROUP DEADLINE DATES

Booth Equipment Rental and Special Items Order Form	November 11, 2022
Light Bars or Booth Framework Order Form	November 11, 2022
Material Handling Order Form	November 11, 2022
Payment Authorization Form	November 11, 2022

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER DEADLINE DATES

Food and/or Beverage Sampling Form	October 13, 2022
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Place your orders online at <http://services.mccno.com> before **October 24, 2022**, to receive the lowest and best advance price.

	Advanced Rate Deadline	Standard Rate Deadline
Billing and Payment Policy Form	October 24, 2022	November 13, 2022
Electrical Order Service Form	October 24, 2022	November 13, 2022
Internet & Network Connectivity Form	October 24, 2022	November 13, 2022
Telecommunications Services Form	October 24, 2022	November 13, 2022
Utility Locations Form	October 24, 2022	November 13, 2022
Plumbing Form	October 24, 2022	November 13, 2022