



**EXHIBITOR CHECKLIST AND DEADLINE DATES
NEW ORLEANS GIFT AND JEWELRY SHOW
JULY 8, 9, 10, 11, 2021**

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	June 8, 2021
Directory Ad Form	June 14, 2021
Directory Product Listings Form	June 14, 2021
Exhibitor Postcard Order Form	June 14, 2021
Certificate of Insurance	July 5, 2021
Exhibitor Badges	July 6, 2021

HOTEL RESERVATION DEADLINE DATES

Hilton Garden Inn New Orleans Convention Center	June 9, 2021
Hampton Inn & Suites New Orleans Convention Center	June 14, 2021

AM EXPO GROUP DEADLINE DATES

Booth Equipment Rental and Special Items Order Form	July 5, 2021
Light Bars or Booth Framework Order Form	July 5, 2021
Material Handling Order Form	July 5, 2021
Payment Authorization Form	July 5, 2021

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER DEADLINE DATES

Food and/or Beverage Sampling Form	May 31, 2021
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Place your orders online at <http://services.mccno.com> before June 21, 2021, to receive the lowest and best advance price.

	Advanced Rate Deadline	Standard Rate Deadline
Billing and Payment Policy Form	June 21, 2021	July 5, 2021
Electrical Order Service Form	June 21, 2021	July 5, 2021
Internet & Network Connectivity Form	June 21, 2021	July 5, 2021
Telecommunications Services Form	June 21, 2021	July 5, 2021
Utility Locations Form	June 21, 2021	July 5, 2021
Plumbing Form	June 21, 2021	July 5, 2021