



**EXHIBITOR CHECKLIST AND DEADLINE DATES  
NEW ORLEANS GIFT AND JEWELRY SHOW  
AUGUST 11, 12, 13, 14, 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](http://www.helenbrett.com)

**HELEN BRETT DEADLINE DATES**

Final Payment Due	July 11, 2022
Directory Ad Form	July 18, 2022
Directory Product Listings Form	July 18, 2022
Certificate of Insurance	August 8, 2022
Exhibitor Badges	August 9, 2022

**HOTEL RESERVATION DEADLINE DATES**

Hilton Garden Inn New Orleans Convention Center	July 16, 2022
Hampton Inn & Suites New Orleans Convention Center	July 18, 2022

**AM EXPO GROUP DEADLINE DATES**

Booth Equipment Rental and Special Items Order Form	August 8, 2022
Light Bars or Booth Framework Order Form	August 8, 2022
Material Handling Order Form	August 8, 2022
Payment Authorization Form	August 8, 2022

**NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER DEADLINE DATES**

Food and/or Beverage Sampling Form	June 30, 2022
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Place your orders online at <http://services.mccno.com> before July 16, 2022, to receive the lowest and best advance price.

	Advanced Rate Deadline	Standard Rate Deadline
Billing and Payment Policy Form	July 9, 2022	August 8, 2022
Electrical Order Service Form	July 9, 2022	August 8, 2022
Internet & Network Connectivity Form	July 9, 2022	August 8, 2022
Telecommunications Services Form	July 9, 2022	August 8, 2022
Utility Locations Form	July 9, 2022	August 8, 2022
Plumbing Form	July 9, 2022	August 8, 2022