

MHEDA CONVENTION & EXHIBITOR SHOWCASE

JW Marriott Water Street | Tampa Bay, Florida
April 26 - 30, 2025

ENERGIZE

FOR TOMORROW



Company Name _____

Booth Number _____

Important Dates & Deadlines

	Resources & Links	Due Date	Completed
Read & Sign Rules and Regulations	www.mheda.org	1/10/2025	<input type="checkbox"/>
Provide Logo & 100-word Description	www.mheda.org	1/10/2025	<input type="checkbox"/>
Access your company's page with the link from Rebecca Hein. This description will be used for the website, MHEDA Journal, and Convention App.			
Final Payment Due	www.mheda.org	1/15/2025	<input type="checkbox"/>
Review Exhibitor Manual from GES	GES Manual	1/17/2025	<input type="checkbox"/>
Select Booth Package	www.mheda.org	1/31/2025	<input type="checkbox"/>
Convention Registration	www.mheda.org	2/15/2025	<input type="checkbox"/>
MHEDA requires at least one person to be registered to attend the Convention. Early Bird Pricing ends 2/15/2025.			
Hotel Reservations	www.mheda.org	2/15/2025	<input type="checkbox"/>
You must be a registered attendee for Convention to receive the link to book your hotel.			
Advance Shipment Warehouse Opens	GES Shipping & Handling	3/25/2025	<input type="checkbox"/>
You may ship items through GES from ProMat to MHEDA's 2025 Exhibitor Showcase.			
GES & Labor Order Deadline	GES Shipping & Handling	3/29/2025	<input type="checkbox"/>
GES Shipping Discount Deadline	GES Shipping & Handling	4/7/2025	<input type="checkbox"/>
Provide Door Prizes (Optional)	www.mheda.org	4/11/2025	<input type="checkbox"/>
Order Electrical & AV	Encore	4/18/2025	<input type="checkbox"/>
Last Day for Shipments to GES Warehouse	www.mheda.org	4/23/2025	<input type="checkbox"/>
Last Day for Shipments to JW Marriott Tampa	www.mheda.org	4/26/2025	<input type="checkbox"/>