



JANUARY 9-11, 2014 ORLANDO, FL
 ORANGE COUNTY CONVENTION CENTER, WEST HALL

January 2014: EXHIBITOR CHECKLIST

Item	Complete By	Date Completed
<input type="checkbox"/> Hotel Reservations (www.surfexpo.com)	IMMEDIATELY	_____
<input type="checkbox"/> Request Appointment / Rep Cards	WHILE SUPPLIES LAST	_____
<input type="checkbox"/> Badge Request Form (surfexpo.com)	Available Now	_____
<input type="checkbox"/> Download Exhibitor Service Kit	October 23	_____
November		
<input type="checkbox"/> Final Booth Payment Due	November 1	_____
<input type="checkbox"/> Pre-Show Digital Magazine Advertising	November 1	_____
December		
<input type="checkbox"/> Sponsorship Materials Due (where applicable)	December 2	_____
<input type="checkbox"/> GES begins accepting Advance Shipment at GES warehouse	December 4	_____
<input type="checkbox"/> Onsite Directory Advertising	December 13	_____
<input type="checkbox"/> Orange County Convention Center Forms (includes electrical and rigging)	December 13 (Discount Deadline)	_____
<input type="checkbox"/> GES Order Forms (Material Handling, Furniture, etc.)	December 17 (Discount Deadline)	_____
<input type="checkbox"/> Exhibitor Liability Insurance Certificate	December 17	_____
<input type="checkbox"/> Show-Site Emergency Contact Info Form	December 17	_____
January		
<input type="checkbox"/> Last day for Advance Shipment To GES warehouse	January 2	_____
<input type="checkbox"/> Direct Shipments Accepted (8 am – 4 pm)	January 7-8	_____
<input checked="" type="checkbox"/> Exhibitor Move-In	January 7 (8 am – 6 pm)* January 8 (8 am – 6 pm)*	
<input checked="" type="checkbox"/> Surf Expo	January 9-10 (8 am – 6 pm) January 11 (9 am-4 pm)	
<input checked="" type="checkbox"/> Exhibitor Move-Out	January 11 (4 pm – 10 pm) January 12 (8 am – 6 pm) January 13 (8 am – 12 pm)	

*** All hall doors for exhibitor move-in will be closed at 6 pm. Exhibitors already in the hall may continue set-up until 8pm.**