



# EXHIBITOR SERVICE MANUAL

October 20-23 | Las Vegas, NV  
Las Vegas Convention Center

Las Vegas Convention Center		
Ordered?	Form	Deadline Date
	<b>MANDATORY:</b> Booth layout (must be approved by ISSA first)	September 2nd
	<b>MANDATORY:</b> Contractor Requirement Form (EAC)	September 18th
	Food Sampling Form	September 28th
GES Services		
Ordered?	Form	Deadline Date
	EAC: Notice of Intent to use an EAC	September 18th
	<b>MANDATORY:</b> Payment & Credit Card Charge Authorization	September 28th
	<b>MANDATORY:</b> 3rd Party Billing Request	September 28th
	<b>MANDATORY:</b> Key Information/ Supervised Labor Checklist	September 28th
	<b>MANDATORY:</b> Freight Service Questionnaire	September 28th
	<b>MANDATORY:</b> Utilities: Electrical Booth Layout	September 28th
	<b>MANDATORY:</b> Utilities: Plumbing Booth Layout	September 28th
	Booth Display: Booth Layout (must be approved by ISSA first)	September 28th
	Booth Display: Carpet	September 28th
	Booth Display: Exhibit Standard System Order Form	September 28th
	Booth Display: Furniture & Accessories	September 28th
	Booth Display: Graphics & Signage	September 28th
	Booth Display: Truss Lighting Package Order Form	September 28th
	Booth Display: Truss Order Form	September 28th
	Booth Display: Vehicle Placement Order Form	September 28th
	Labor: Cartload Service	September 28th
	Labor: Cleaning	September 28th
	Labor: Electrical	September 28th
	Labor: Hanging Sign	September 28th
	Labor: In-Booth Fork Lift	September 28th
	Labor: Installation & Dismantling	September 28th
	Labor: Plumbing	September 28th
	Labor: Stagehand	September 28th
	Labor: Skid Accessible Storage	September 28th
	Utilities: Electrical Rental-Floor Service	September 28th
	Utilities: Electrical Rental-Overhead Service	September 28th
	Utilities: Plumbing, Air, Water & Gas	September 28th
	Shipping: Pre-Printed Outbound Material Handling	September 28th
	Shipping: Transportation Plus Material Handling	September 28th



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ISSA Services		
Ordered?	Form	Deadline Date
	ISSA Innovation Award Program Entry	June 15th
	Convention Center Meeting Room Request	August 1st
	2016 Booth Drawing Deposit Due	August 14th
	2016 Booth Drawing Schedule Available Online	August 19th
	2016 Booth Drawing Begins	August 24th
	ISSA Booth Approval	September 1st
	Group Housing Block Room Assignment	September 1st
	Exhibit Policies for Distributors & Wholesalers	September 15th
	Motorized Vehicle Notification Form	September 15th
	EAC Work Authorization Form	September 15th
	Hotel Reservation Deadline	September 18th
	Complimentary Badge Registration	September 18th
	Booth Diagram Approval	September 28th
	ISSA Meeting Hub Request	October 1st
ISSA Official Vendor Services		
Ordered?	Form	Deadline Date
	Lead Retrieval (CompuSystems)	September 21st
	Temporary Personnel/Hostess (Judy Venn)	September 28th
	Booth Security (SOA)	September 28th
	Photography (Oscar-Einzig)	September 28th
	Floral/Plants (Floral Exhibits, Ltd.)	October 1st
	Computer Rental (PRG)	October 7th
	Booth Catering (Aramark)	October 13th
	Audio/Visual (PRG)	October 22nd
International Exhibitor Services		
Ordered?	Form	Deadline Date
	International Booth Package (GES)	September 28th
	Ocean Freight (Rogers Worldwide)	October 6th
	Air Freight (Rogers Worldwide)	October 13th