



**Spring 2014 Convention and EXPO**  
ARIA Resort & Casino, Las Vegas, NV  
**EXPO: March 16 - 18, 2014**

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates by the vendors indicated.

<b><u>Deadline Date</u></b>	<b><u>Action Item</u></b>	<b><u>Done</u></b>
Tue, February 11	First Day for Shipments to arrive at GES Advance Warehouse	_____
Thurs, February 13	Notice of Intent to Use Exhibitor-Appointed Contractor and Exhibitor-Appointed Contractor Proof of Insurance	_____
Mon, February 24	GES Transportation Plus and Material Handling Form	_____
Mon, February 24	Pre-Printed Outbound Material Handling Request Form	_____
Mon, February 24	GES Rental Order Forms (Carpeting, Furniture, Convenience Package, Specialty Furniture)	_____
Mon, February 24	Installation and Dismantling Order Form	_____
Mon, February 24	Key Information/Supervised Labor Checklist Form	_____
Mon, February 24	Payment and Credit Card Authorization Form	_____
Mon, February 24	Third Party Billing Request	_____
Mon, February 24	Graphics and Signage Order Form	_____
Mon, February 24	In-Booth Forklift and Labor Order Form	_____
Fri, February 28	Computer Rental Order Form	_____
Fri, February 28	Booth Cleaning Order Form	_____
Fri, February 28	Telecommunications / Internet Service Order Form	_____
Fri, February 28	Electrical Service Order Form	_____
Wed, March 12	Last Day for shipments to arrive at GES Advance Warehouse	_____
<b>Thur, March 13</b>	<b>Exhibitor Booth Personnel Registration Deadline</b>	_____