

Mandalay Bay Convention Center • Conference: March 10-12 • Expo: March 11-12

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	☑
ASAP			
ASAP	Floral Order Form	TLC	<input type="checkbox"/>
ASAP	Hostesses, Greeters & Talent Services Order Form	Image	<input type="checkbox"/>
ASAP	Official Hotel Reservations	Travel Planners	<input type="checkbox"/>
ASAP	Photography Order Form	Oscar Einzig	<input type="checkbox"/>
ASAP	Exhibitor Liability Insurance Enrollment	Marsh/TotalEvent	<input type="checkbox"/>
JANUARY			
January 10	Multi-Level/Covered Exhibit Request Form	Show Mgmt	<input type="checkbox"/>
January 13	Lead Retrieval Order Form (Early Discount Rate)	Experient Registration	<input type="checkbox"/>
January 24	Show Directory Information Listing Deadline	Show Mgmt	<input type="checkbox"/>
January 28	Lead Retrieval Order Form (Last Discounted Rate)	Experient Registration	<input type="checkbox"/>
January 29	Incentive Pricing Graphic Upload & Payment Due to GES for GES Produced Sponsorships	GES	<input type="checkbox"/>
FEBRUARY			
February 3 to March 4	Dates When Shipments to the GES Advance Warehouse May Arrive	GES	<input type="checkbox"/>
February 5	GES Sponsorship Production Graphic Approval & Payment Received Deadline for Pre-Show Pricing	GES	<input type="checkbox"/>
February 14	EAC Notification	Show Mgmt	<input type="checkbox"/>
February 14	Booth Waiver Request Form	Show Mgmt	<input type="checkbox"/>
February 14	Exhibit Floor Meeting Request Form	Show Mgmt	<input type="checkbox"/>
February 14	Hanging Sign Approval Form	Show Mgmt	<input type="checkbox"/>
February 14	Exhibitor Appointed Photographer Approval Form	Show Mgmt	<input type="checkbox"/>
February 14	Hotel Meeting Room/Hospitality Suite Form	Travel Planners	<input type="checkbox"/>
February 7	Booth Security Order Form	Special Operations Associates	<input type="checkbox"/>
February 18	Catering Information & Order Form	Mandalay Bay	<input type="checkbox"/>
February 18	Cable, HDTV & Satellite Order Form	Mandalay Bay	<input type="checkbox"/>
February 18	Electrical Order Form	Mandalay Bay	<input type="checkbox"/>
February 18	Internet & Telecommunications Order Forms	Mandalay Bay	<input type="checkbox"/>
February 18	Plumbing, Compressed Air, Water/Drain Order Form	Mandalay Bay	<input type="checkbox"/>
February 18	Rigging & Hanging Sign Order Form (use for hanging signs over 200 pounds and/or requiring electrical connection)	Mandalay Bay	<input type="checkbox"/>
February 14	Deadline for Advance Ocean Freight	Rogers Worldwide	<input type="checkbox"/>
February 21	Deadline for Advance Air Freight	Rogers Worldwide	<input type="checkbox"/>
February 21	Deadline for Ocean Freight Arrival at Show Site	Rogers Worldwide	<input type="checkbox"/>
February 21	Payment & Credit Card Authorization	GES	<input type="checkbox"/>
February 21	Third Party Billing Request	GES	<input type="checkbox"/>
February 21	Notice of Intent to Use an EAC	GES	<input type="checkbox"/>
February 21	Booth Layout Form	GES	<input type="checkbox"/>
February 21	Carpet Standard & Package Order Forms	GES	<input type="checkbox"/>
February 21	Furniture, Accessories & Packages Order Forms	GES	<input type="checkbox"/>
February 21	Specialty Furniture Order Forms	GES	<input type="checkbox"/>
February 21	Standard Booth Package A & B Order Forms	GES	<input type="checkbox"/>
February 21	Standard Exhibit System Order Form	GES	<input type="checkbox"/>
February 21	Graphics & Signage Order Form	GES	<input type="checkbox"/>
February 21	Installation & Dismantling Order Form	GES	<input type="checkbox"/>
February 21	Key Information/Supervised Labor Checklist	GES	<input type="checkbox"/>
February 21	In-Booth Forklift & Labor Order Form	GES	<input type="checkbox"/>
February 21	Hanging Sign / Truss Labor Order Form	GES	<input type="checkbox"/>

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DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
February 21	Material Handling Order Form	GES	<input type="checkbox"/>
February 21	Pre-Printed Outbound Material Handling Request	GES	<input type="checkbox"/>
February 21	Storage Service Order Form	GES	<input type="checkbox"/>
February 21	Freight Service Questionnaire	GES	<input type="checkbox"/>
February 21	Domestic Shipping Quote Form	GES Logistics	<input type="checkbox"/>
February 21	International Shipping Quote Form	GES Logistics	<input type="checkbox"/>
February 21	Trailer Accessible Storage Order Form	GES	<input type="checkbox"/>
February 21	Skid Accessible Storage Order Form	GES	<input type="checkbox"/>
February 21	Vehicle Placement Order Form	GES	<input type="checkbox"/>
February 28	Deadline for Air Freight Arrival at Show Site	Rogers Worldwide	<input type="checkbox"/>
MARCH			
March 4	Audio Visual/Computer Rental Order Forms	SmartSource Rentals	<input type="checkbox"/>
March 9-10	Dates when Direct Shipments to the Mandalay Bay Convention Center May Arrive	GES	<input type="checkbox"/>

**All Official Service Provider Order Forms are available in the
Medtrade Spring Exhibitor Manual
on the [Medtrade Spring website](#)**