

THE EXPERIENCE OF THE YEAR

April 22–24, 2015

Las Vegas, NV > Las Vegas Convention Center



<u>Deadline Date</u>	<u>Action Item</u>	<u>Completed</u>
February 20	Deadline To Complete Online Program Listing be included in Program Guide	_____
March 6	Modeling Services Cancellation Deadline (10% cancellation fee)	_____
March 17	First day for Advanced Shipment to GES Warehouse	_____
March 20	Catering Order Form (Ice & Water Jugs)	_____
March 20	Catering Sampling Authorization Request Form	_____
March 22	Notice of Intent to Use Exhibitor-Appointed Contractor Form	_____
March 30	Hotel Reservations Deadline (individual reservations)	_____
March 30	Visitor Card Request Deadline	_____
March 31	GES Order Forms	_____
	Booth Layout Form	_____
	Carpet Order Forms	_____
	Cartload Service Order Form	_____
	Cleaning Order Form	_____
	Direct Machinery Rate Schedule Order Form	_____
	Electric Order Forms	_____
	Exhibit Hanging Sign Order Form	_____
	Freight Service Questionnaire	_____
	Furniture & Accessories Order Forms	_____
	GES Logistics – Domestic Shipping Quote Form	_____
	GES Logistics – International Shipping Quote Form	_____
	Graphics & Signage Order Form	_____
	Hanging Sign/Truss Labor Order Form	_____
	In-Booth Forklift & Labor Order Form	_____
	Installation & Dismantling Order Form	_____
	Key Information/Supervised Labor Order Form	_____
	Optional Drayage Package Order Form	_____
	Package Plan Plus Order Form	_____
	Payment & Credit Card Authorization Form	_____
	Plumbing Services Order Form	_____

	Pre-Printed Bill of Lading and Outbound Labels Request Form	_____
	Refrigerated & Frozen Storage Order Form	_____
	Stagehand Labor Order Form	_____
	Standard Exhibit System Order Form	_____
	Third Party Billing Request	_____
	Trailer Accessible Storage Order Form	_____
	Transportation Plus & Material Handling Order Form	_____
	Vehicle Placement Order Form	_____
March 31	Internet & Telecommunication Services Order Form	_____
April 13	Floral & Plant Order Form	_____
April 13	Photography / Video Cancellation Deadline	_____
April 15	Last Day for Advanced Shipments to GES Warehouse Without Surcharges	_____
April 21	Direct Shipments May Begin Arriving at Las Vegas Convention Center	_____
April 21	Onsite Exhibit Badge Registration Opens at 8:00 am CST	_____
April 22	Website Badge Registration Closes at 11:00 pm CST	_____
April 25	2pm Carriers Check-in Deadline for Outbound Shipping	_____