

Critical Dates Checklist for WasteExpo 2015



As Soon as Possible		Information Requested by:
	Read Exhibitor Service Kit (ESK) in its entirety	GES
	Review Marketing and Promotional Opportunities	Penton
	Make Hotel Reservations through Official Vendor	onPeak
	Make Airline/Rental Car Reservations	
	Log In to Update Show Directory Company Listing	Penton
	Register Booth Personnel for Badges	Penton
3/30/2015	Print deadline for Show Directory --includes company name and booth number, ad reservations, artwork, etc. Log In to update - Make sure company logo has been submitted, if EPP has been	Penton

April

4/2/2015	Order lead retrieval unit: early bird deadline	CSI
4/18/2015	Order lead retrieval unit; advance deadline	CSI
4/23/2015	First day for Advance Freight shipments at the warehouse	GES
4/23/2015	Pricing increases for additional exhibitor badges ordered over allotment	Penton
4/28/2015	Submit Exhibitor Appointed Contractor (EAC) form	GES

May

5/1/2015	Order Security for booth	DTA
5/7/2015	Hanging Sign must arrive in GES Warehouse to receive discount pricing on labor	GES
5/7/2015	Submit Booth Guidelines: Approval Request Form if applicable	Penton
5/7/2015	Deadline to order Booth Furnishings: Carpet, Furniture & Accessories, Graphics, Cleaning	GES
5/7/2015	Order Electrical Service	GES
5/7/2015	Discount date to order internet & cable connections	LVCC/Cox
5/7/2015	Audio Visual Equipment Order Discount Deadline	GES AV
5/22/2015	Last day for Advance Freight shipments at the warehouse	GES
	Verify ALL travel arrangements prior to leaving for the show	
	Create show packets and finalize schedules for your staff (refer to Exhibitor Tips for guidance) Include phone numbers, emergency meeting place, show info etc.	
See Target Floorplan	Ship Freight Direct to the LVCC (must arrive on target move in date and time)	GES

June

See Target Floorplan	Ship Freight Direct to the LVCC (must arrive on target move in date and time) Last day for freight to arrive at LVCC is 6/1.	GES
Onsite	Make sure to have all tracking information for freight sent to showsite (just in case)	
Onsite	Attend events and education to enhance exhibiting experience and networking opportunities	
Onsite	Review invoices and verify costs for all event services	