



Exhibitor Deadline Schedule

This checklist is designed to benefit you in planning your Cosmoprof North America exhibit. We encourage you to make copies of this list for your show staff.

Deadline	Task	Contact	Date Done
April-2016			
1st	Final payment for booth space	Angela Kimble 480-455-3432	
May-2016			
6th	Ad Deadline (Promotional Opportunities, Show Directory)	Sales 800-468-2274	
24th	Official Exhibition Directory Entry	Jen Burns 480-455-3433	
24th	Certificate of Liability Insurance	Rainprotection Insurance 800-528-7975	
24th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Jen Burns 480-455-3433	
June-2016			
16th	Advance Shipments may begin arriving at Warehouse	GES 800-475-2098	
23rd	Form B (Exhibitor Badge Registration)	Experient 800-310-7554	
28th	Hotel Reservations	Par Avion 800-826-8133	
29th	Discount Deadline for GES Orders	GES 800-475-2098	
July-2016			
1st	Electrical Orders	Mandalay Bay Convention Center	
1st	Catering Orders	Mandalay Bay Convention Center	
1st	Audio-Visual Orders	Mandalay Bay Convention Center	
1st	Telephone/Network Orders	Mandalay Bay Convention Center	
15th	Last Day for Advance Shipments without surcharge	GES 800-475-2098	
20th-23rd	Direct Shipments to Exhibit Site	GES 800-475-2098	

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