



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
March-2017			
31st	Final payment for booth space	Trisha Thiede 480-455-3432	
May-2017			
1st	Ad Deadline (Promotional Opportunities, Show Directory)	Sales 800-468-2274	
5th	Official Exhibition Directory Entry	Jen Burns 480-455-3433	
5th	Certificate of Liability Insurance	Rainprotection Insurance 800-528-7975	
5th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Jen Burns 480-455-3433	
5th	Exhibitor Appointed Contractor (EAC) Form	Jen Burns 480-455-3433	
31st	Advance Shipments may begin arriving at Warehouse	GES 800-475-2098	
June-2017			
1st	Exhibitor Badge Registration	Experient 800-310-7554	
5th	Hotel Reservations	Par Avion 800-826-8133	
14th	Discount Deadline for GES Orders	GES 800-475-2098	
18th	Electrical Orders	Mandalay Bay Convention Center	
18th	Catering Orders	Mandalay Bay Convention Center	
18th	Audio-Visual Orders	Mandalay Bay Convention Center	
18th	Telephone/Network Orders	Mandalay Bay Convention Center	
30th	Last Day for Advance Shipments without surcharge	GES 800-475-2098	
July-2017			
5th-8th	Direct Shipments to Exhibit Site	GES 800-475-2098	

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