

# OFFPRICE Important Deadlines

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## **SHOW DEADLINES**

**Exhibitors are strongly** encouraged to place service and equipment rental orders **early**. By ordering **before the published deadlines** you will **save as much as 50%** in some instances, versus after the deadline or on-site.

**This list represents most major deadlines and order forms required.**

We recommend reading the entire manual to be sure you are on track. Note that forms for GES and Sands Expo & Convention Center can be completed on-line. Visit [www.ges.com](http://www.ges.com) and [www.sandsexpo.com](http://www.sandsexpo.com).

### **January 7th**

- GES will start to accept freight at the warehouse

### **January 8th**

- On-line Booth ID, Directory Listing & Product Category Wall Form should be completed on-line
- Artwork for advertisements in the Directory are due

### **January 21st**

- Final hotel payment due

### **January 22nd**

- GES discount deadline for orders received with payment

### **January 24th**

- Specialized Event Services (SES) discount deadline for orders received with payment

### **February 5th**

- On-Line Exhibitor Badge Registration should be completed
- Equipment Rental form should be completed
- To avoid additional charges, your freight must arrive at the GES warehouse