

GES SERVICES		
<i>Order by October 28 to receive best pricing. Last day for orders November 10</i>		
Ordered?	Form	Deadline Date
	<b>MANDATORY:</b> Utilities: Electrical and Plumbing	October 28
	<b>MANDATORY:</b> Utilities: Electrical and Plumbing Layout	October 28
	<b>MANDATORY:</b> Exhibitor Signage and Rigging Inspection Form	October 28
	<b>MANDATORY:</b> Payment & Credit Card Charge Authorization	October 28
	<b>MANDATORY:</b> 3rd Party Billing Request	October 28
	<b>MANDATORY:</b> Key Information/ Supervised Labor Checklist	October 28
	<b>MANDATORY:</b> Freight Service Questionnaire	October 28
	<b>MANDATORY:</b> Shipping: Material Handling Labels	October 28
	Booth Display: Booth Layout	October 28
	Booth Display: Carpet	October 28
	Booth Display: Exhibit Standard System Order Form	October 28
	Booth Display: Furniture & Accessories	October 28
	Booth Display: Graphics & Signage	October 28
	Booth Display: Truss Lighting Package Order Form	October 28
	Booth Display: Truss Order Form	October 28
	Booth Display: Vehicle Placement Order Form	October 28
	EAC: Notice of Intent to use an EAC	October 28
	Labor: Cartload Service	October 28
	Labor: Cleaning	October 28
	Labor: Hanging Sign	October 28
	Labor: In-Booth Fork Lift	October 28
	Labor: Installation & Dismantling	October 28
	Labor: Stagehand	October 28
	Labor: Skid Accessible Storage	October 28
	Shipping: Pre-Printed Outbound Material Handling	October 28
	Shipping: Transportation Plus Material Handling	October 28
ISSA Services		
	Exhibit Directory Listing Proof	July 1
	ISSA Innovation Award Program Entry	July 15
	2020 Booth Selection Application Due	August 16
	2020 Booth Selection Schedule Available	August 26- September 6
	2019 Booth Approval	September 19
	EAC Work Authorization Form	September 27
	Convention Center Meeting Room Request	October 1
	ISSA Meeting Hub Request	October 1
	Complimentary Badge Allotment Registration	October 11

**TRADE SHOW PARTNERS SERVICES**

<b>Ordered?</b>	<b>Form</b>	<b>Deadline Date</b>
	Lead Retrieval (Experient)	September 24 – October 9
	Audio/Visual (On Services)	October 4
	Internet/Telephone (COX)	October 11
	Booth Security (SOA)	October 18
	Floral/Plants (Floral Exhibits, Ltd.)	October 29
	Product Donation (Ronald McDonald House of Vegas)	October 31
	Photography (Oscar Associates)	November 1
	Temporary Personnel/Hostess (Judy Venn)	November 1
	Catering (Centerplate)	November 4

**INTERNATIONAL EXHIBITOR SERVICES**

<b>Ordered?</b>	<b>Form</b>	<b>Deadline Date</b>
	Ocean Freight (Rogers Worldwide)	October 15
	Air Freight (Rogers Worldwide)	October 22
	International Booth Package (GES)	October 28