



LAS VEGAS CONVENTION CENTER		
Ordered?	Form	Deadline Date
	MANDATORY: Booth layout for 1,000 sq ft or more, or multi-level/covered booths	July 31
	MANDATORY: EAC ESCA & WIS Badge Requirements	August 18
	Food Sampling Form	August 18
GES SERVICES		
<i>Order by August 18 to receive best pricing. Last day for orders is September 5.</i>		
Ordered?	Form	Deadline Date
	MANDATORY: Payment & Credit Card Charge Authorization	August 18
	MANDATORY: 3rd Party Billing Request	August 18
	MANDATORY: Key Information/ Supervised Labor Checklist	August 18
	MANDATORY: Freight Service Questionnaire	August 18
	MANDATORY: Utilities: Electrical Booth Layout	August 18
	MANDATORY: Utilities: Plumbing Booth Layout	August 18
	MANDATORY: Shipping: Material Handling Labels	August 18
	Booth Display: Booth Layout	August 18
	Booth Display: Carpet	August 18
	Booth Display: Exhibit Standard System Order Form	August 18
	Booth Display: Furniture & Accessories	August 18
	Booth Display: Graphics & Signage	August 18
	Booth Display: Truss Lighting Package Order Form	August 18
	Booth Display: Truss Order Form	August 18
	Booth Display: Vehicle Placement Order Form	August 18
	EAC: Notice of Intent to use an EAC	August 18
	Labor: Cartload Service	August 18
	Labor: Cleaning	August 18
	Labor: Electrical	August 18
	Labor: Hanging Sign	August 18
	Labor: In-Booth Fork Lift	August 18
	Labor: Installation & Dismantling	August 18
	Labor: Plumbing	August 18
	Labor: Stagehand	August 18
	Labor: Skid Accessible Storage	August 18
	Utilities: Electrical Rental-Floor Service	August 18
	Utilities: Electrical Rental-Overhead Service	August 18
	Utilities: Plumbing, Air, Water & Gas	August 18
	Shipping: Pre-Printed Outbound Material Handling	August 18
	Shipping: Transportation Plus Material Handling	August 18



ISSA SERVICES		
Ordered?	Form	Deadline Date
	ISSA Innovation Award Program Entry	June 15
	Exhibit Directory Listing Proof	June 15
	Convention Center Meeting Room Request	July 14
	ISSA Meeting Hub Request	July 14
	2018 Booth Drawing Application Due	July 21
	2018 Booth Drawing Schedule Available	July 27
	Complimentary Badge Registration	July 31
	Booth Approval	July 31
	2018 Booth Drawing Begins	August 1
	EAC Work Authorization Form	August 4
	Hotel Reservation Deadline	August 21
TRADE SHOW PARTNERS SERVICES		
Ordered?	Form	Deadline Date
	Lead Retrieval (Experient)	July 17
	Internet/Telephone (Cox)	August 11
	Catering (Centerplate)	August 21
	Floral/Plants (Floral Exhibits, Ltd.)	August 22
	Product Donation	August 31
	Temporary Personnel/Hostess (Judy Venn)	September 1
	Audio/Visual (On Services)	TBD
	Booth Security (SOA)	TBD
	Photography (Oscar-Einzig)	TBD
INTERNATIONAL EXHIBITOR SERVICES		
Ordered?	Form	Deadline Date
	International Booth Package (GES)	August 18
	Ocean Freight (Rogers Worldwide)	August 27
	Air Freight (Rogers Worldwide)	September 4