



| <u>Deadline Date</u> | <u>Action Item</u>   | <u>Completed</u> |
|----------------------|--|------------------|
| January 19           | Deadline to Complete Company and Product Listing to be Included in the Show Guide            | _____            |
| January 19           | Friday Wrap Form Due for the Show Guide  | _____            |
| January 19           | Show Exclusives Form Due for the Show Guide  | _____            |
| January 25           | Lead Retrieval Order Form (Early Rate)   | _____            |
| February 13          | First Day for Advance Shipments to GES Warehouse   | _____            |
| February 16          | Notice of Intent to Use Exhibitor Appointed Contractor Form and Return Insurance Certificate | _____            |
| February 16          | Food and Beverage Sampling Policy and Guidelines Form  | _____            |
| February 16          | Handwashing and Sanitation Kit Order Form  | _____            |
| February 20          | Hotel Reservations Deadline (Individual Reservations)  | _____            |
| February 22          | Lead Retrieval Order Form (Advance Rate)   | _____            |
| February 26          | Internet Products Order Form   | _____            |
| February 26          | Voice and Video Products Order Form  | _____            |
| February 27          | GES Order Forms  | _____            |
|                      | Booth Furnishings/Carpet Rental Order Forms  | _____            |
|                      | Shipping, Drayage, and Material Handling Order Forms   | _____            |
|                      | Refrigerated and Frozen Storage Order Forms  | _____            |
|                      | Labor, Equipment and Cleaning Order Forms  | _____            |
|                      | Hanging Sign Order Forms   | _____            |
|                      | Utilities (Electrical/Plumbing) Order Forms  | _____            |
| March 5              | Audio Visual Order Form  | _____            |

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|----------|---|-------|
| March 5  | Floral & Plant Order Form   | _____ |
| March 7  | Catering Order Forms  | _____ |
| March 14 | Last Day for Advance Shipments to GES Warehouse<br>Without Surcharges     | _____ |
| March 20 | Direct Shipments May Begin Arriving at The Las Vegas<br>Convention Center | _____ |
| March 24 | 10:00 a.m. Carriers Check-in Deadline for Outbound<br>Shipping            | _____ |