

# Exhibitor Checklist and Deadlines

SERVICE/FORM/ACTION	DATE DUE	DATE COMPLETED
<b>Due to the International Foundation</b>		
Booth Personnel Replacement/Late Registration Form		
<input type="checkbox"/> Hotel reservations deadline (After this date, we can no longer make reservations.)	<b>September 12</b>	_____
<input type="checkbox"/> Registration cutoff— <b>\$150 late fee after this date</b>	<b>September 12</b>	_____
<b>Due to GES Exposition Services—Discount Deadline: September 30, 2022</b>		
GES is the only shipping and material handling vendor that can accept materials on the show floor.		
<input type="checkbox"/> <b>Advance</b> warehouse shipments (received by GES) Las Vegas warehouse	<b>No earlier than September 19</b>	_____
	<b>No later than October 18</b>	_____
<input type="checkbox"/> <b>Direct to GES</b> at the Mandalay Bay Convention Center must be consigned to Official Service Contractor, GES	<b>No earlier than October 21</b>	_____
GES will ONLY receive on these dates and during these hours: 8:00 a.m.-5:00 p.m. SURCHARGES WILL APPLY.		
<input type="checkbox"/> EAC (if using an exhibitor-appointed contractor) notification to GES	<b>September 16</b>	_____
<input type="checkbox"/> Certificate of insurance filed with GES (if using an EAC)	<b>September 16</b>	_____
<input type="checkbox"/> Carpet (Carpet is mandatory.)	<b>September 30</b>	_____
<input type="checkbox"/> Furniture and accessories for booth (tables, chairs)	<b>September 30</b>	_____
<input type="checkbox"/> Labor (install/dismantle—union/work rules)	<b>September 30</b>	_____
<b>Due to Mandalay Bay Convention Center</b>		
<input type="checkbox"/> Audiovisual/monitors	<b>October 3</b>	_____
<input type="checkbox"/> Booth cleaning—Cleaning and porter service	<b>October 3</b>	_____
<input type="checkbox"/> Electrical	<b>October 3</b>	_____
<input type="checkbox"/> Floral	<b>October 3</b>	_____
<input type="checkbox"/> Internet/data	<b>October 3</b>	_____
<b>Additional Services</b>		
<input type="checkbox"/> Lead retrieval/Expo Pass	<b>Open</b>	_____