



SHOW DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP	Book hotel rooms	Show Information	Hotels
March 20	Submit Hanging Sign Request Form	Rules & Regulations	Height Variance Request Form
March 20	Exhibitors with a booth 10'x20' and larger must submit Booth Rendering for Show Management Approval.	Rules & Regulations	Email: Beth.engle@informa.com
April 12	Deadline for Lead Retrieval	Exhibitor Portal	Swapcard
March 24	Register Exhibitor Appointed Contractor & Submit Certificate of Insurance	Exhibitor Appointed Contractors	EACA
March 28	Advance shipments may begin arriving at warehouse	Shipping, Drayage & Material Handling	GES
April 11	Discount Deadline-GES orders received with payment	Booth Furnishings	GES
April 6	Discount Deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)
April 11	Deadline for Catering Orders	Booth Catering	MGM Grand-Melanie Hague
April 11	Discount Deadline -Internet Service	Additional Show Services	MGM Exhibitor Services
April 27	Last Day for Shipments to arrive at Advance Warehouse without surcharges, by 3pm	Shipping, Drayage & Material Handling	GES
May 1	Direct Shipments can start arriving. Note: non-courier deliveries may experience load-in delays	Shipping, Drayage & Material Handling	GES