

## WasteExpo '25 Critical Dates & Deadlines Checklist

As Soon as Possible	
	<a href="#">Read Exhibitor Service Kit (ESK) in its entirety</a>
	<a href="#">Review Marketing and Promotional Opportunities</a>
	<a href="#">Make Hotel Reservations through OnPeak</a>
	Make Airline/Rental Car Reservations
	<a href="#">Log In to Update Show Directory Company Listing</a>
	Confirm date and time of onsite booth space selection for 2026
	<a href="#">Register Booth Personnel for Badges</a>
	<a href="#">Submit Exhibitor Appointed Contractor (EAC) Form</a>

March		Vendor
3/28/2025	<a href="#">Booth Approval Form</a>	WasteExpo
4/10/2025	<a href="#">Discount Date: Lead Retrieval Unit</a>	CDS
3/27/2025	<a href="#">First day for Advance Freight shipments at the warehouse</a>	GES
April		
4/10/2025	<a href="#">Discount Date: All GES Services</a>	GES
4/10/2025	<a href="#">Discount Date: Internet &amp; Cable Connections</a>	Cox
4/10/2025	<a href="#">Discount Date: Electrical</a>	GES
4/10/2025	<a href="#">Discount Date: Booth Security</a>	United
4/10/2025	<a href="#">Discount Deadline: Audio Visual Equipment</a>	Metro Multimedia
4/28/2025	<a href="#">Last day for Advance Freight shipments at the warehouse</a>	GES

May		
5/1 – 5/5	<a href="#">Ship Freight Direct to LVCC</a>	GES

Before Leaving for Show	
Create show packets & finalize schedules for staff Include phone numbers, emergency meeting place, show info etc.	
Verify ALL travel arrangements	
Make sure to have all tracking information for freight sent to show site (just in case)	

Show Site	
Exhibitor Move-In: 5/1/25 through 5/5/25	

Show Dates: 5/6/25 through 5/8/25
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<b>Move-Out</b>
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Exhibitor Move-Out: 5/8/25 through 5/9/25
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Review invoices and verify costs for general contractor, electrical and other vendors
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