



Deadline Dates

Be sure to review the targeted freight floor plans (found under “GES Show Information” in the [Exhibitor Manual](#)) for freight shipped directly to the Las Vegas Convention Center scheduled between September 19 – 25.

Should you need to change the arrival date for your shipment, please complete the [Request for Variance to Assigned Target Time](#).

Additionally, be sure to review the targeted freight move-out floor plans (found under “GES Show Information” in the [Exhibitor Manual](#)), which contain targeted freight move out dates scheduled September 29 – October 1.

Date:	Description:
April 4	Equipment Information Questionnaire (form located under “Shipping, Drayage & Material Handling)
July 28	Lead Management Early Bird Pricing
July 29	Sound Projection Approval Form Exhibit Design Approval
August 8	Exhibitor badges begin mailing
August 12	Early Bird Registration Ends
August 12	Lead Management - Advance Pricing (See July 28 for Early Bird deadline)
July 11 through September 14	Advance Shipping to Warehouse (includes Hanging Sign shipments)
August 19	Housing Reservation Deadline
August 20	Exhibitor Appointed Contractor Notification EAC Certificate of Insurance
August 26	Security Order Form - Advance Pricing Interpreters – Discount Pricing Deadline

August 29

[Hostess/Narrator/Model Order Form](#)

[Freight Service Questionnaire](#)

[Request for Variance to Assigned Target Time](#)

[Electrical Data Questionnaire](#)

Aerial truss drawings submitted to GES (see GES form G-1b)

[Orders for GES Goods & Services](#)

- Booth and Freight Package Options
- Carpet Order Form
- Carpet Package Order Form
- Cartload Service Order Form
- Cleaning Order Form
- Direct Machinery Rate Schedule Order Form
- Electric Chain Hoist & Truss Order Form
- Electrical Forklift Rental Order Form
- Electrical Labor Order Form
- Electrical Rental Order Form
- Equipment Detailing
- Equipment Painting Order Form
- Exhibit Hanging Sign Order Form
- Furniture & Accessories Order Form
- GES 3rd Party Billing Request
- GES Logistics Material Handling & Shipping Form
- GES Payment & Credit Card Charge Authorization
- Graphics & Signage Order Form
- Hanging Sign / Truss Labor Order Form
- Hauling Rates (Non-Mobile Equipment)
- Heavy Equipment Cleaning Order Form
- In-Booth Forklift & Labor Order Form
- Installation & Dismantling Order Form
- Key Information
- Mobile and Self-Propelled Equipment
- Plumbing Labor Order Form
- Plumbing Order Form
- Pre-Printed Outbound Material Handling Request
- Skid Accessible Storage Order Form
- Specialty Furniture Order Form
- Standard Exhibit System Order Form
- Storage Service Order Form
- Trailer Accessible Storage Order Form
- Transportation Plus & Material Handling Form
- Truss Lighting Package Order Form

September 1

[Audio-Visual and Computer Rental](#) advance orders

September 1, 6	Airways Sea Freight to arrive port of Long Beach/Los Angeles, CA (LCL Sea Freight on Sep. 1 or no later than 14 days before target/required delivery date; FCL Sea Freight on Sep. 6 or no later than 10 days before target/required delivery date)
September 2	COX Business Services Last date for Exhibitors to Register and receive badges by mail. After this date, any new badges must be picked up on site. Canopy Rental - Deadline to order without 25% penalty
September 5	Floral
September 8	Booth Catering - Advance Pricing
September 9	Exhibitor Request to Videotape
September 13	Airways Air Freight to arrive Las Vegas McCarran Airport
No Deadline	Photography