

Exhibitor Check List



Ordered?	Item / Form	Deadline Date
	Meeting Room Request Form	April 1
	Exhibit Design Approval MANDATORY FOR 20x20 and LARGER BOOTHS, as well as exhibitors that include vertical-tire displays in their booth.	May 1
	Listing for Official Print and Online Directories / Mobile App – Ascend Integrated Media (<i>Official Contractor</i>) MANDATORY	Data collection will begin in May. Deadline is July 7.
	Equipment Information Questionnaire : MANDATORY	May 31
	Certificate of General Liability Insurance (required for ALL exhibitors): MANDATORY	June 1
	Press Conference Request Form	July 24
	Lead Management: CompuSystems - Early Bird Pricing	July 30
	Sound Projection Approval Form	July 31
	Booth Press Conference Request	August 14
	Lead Management: CompuSystems – Advance Pricing (See July 30 for Early Bird deadline)	August 14
	Advance Shipping to Warehouse (includes Hanging Sign shipments)	August 21 – September 14
	Housing Reservations: book ASAP, see MINEexpo housing page for specific deadlines.	August 28
	Orders for GES Goods & Services (Order ONLINE by August 31 for best pricing. Last day for online orders is September 16.)	August 31
	<ul style="list-style-type: none"> GES Payment and Credit Card Charge Authorization Exhibitor Appointed Contractor Notification EAC Certificate of Insurance Agreement and Rules and Regulations between GES and EAC 	August 31
	Shipping/Drayage Material Handling	
	<ul style="list-style-type: none"> Material Handling/Drayage (<i>Exclusive Contractor</i>) Request for Variance to Assigned Target Time Print Shipping Labels Warehouse Storage Freight Service Questionnaire: MANDATORY Request for Pre-Printed Outbound Release/Labels Show Site Storage (<i>Exclusive Contractor</i>) Direct Machinery Shipments (<i>Exclusive Contractor</i>) Heavy Equipment Cleaning (<i>Exclusive Contractor</i>) Equipment Painting Order Form Rail Car Shipments Questionnaire Shipping Quote Cartload Service (<i>Exclusive Contractor</i>) 	August 31
	Booth Furnishings	
	<ul style="list-style-type: none"> Carpet and Flooring Chairs and Seating Tables and Counters Graphics and Signage Accessories Lighting Product Display 	August 31

	• Exhibit Systems	August 31
	• Exhibit Systems Graphics	August 31
	Labor and Equipment	
	• Installation and Dismantle Labor	August 31
	• Electrical Labor / Floor Work (Exclusive Contractor)	August 31
	• Electrical Labor / Booth Work (Exclusive Contractor)	August 31
	• Plumbing Labor (Exclusive Contractor)	August 31
	• In-Booth Forklift Labor (Exclusive Contractor)	August 31
	• In-Booth Forklift Labor with Basket (Exclusive Contractor)	August 31
	• Hi Lift for Hanging Sign / Rigging (Exclusive Contractor)	August 31
	• Hanging Sign / Rigging Assembly (Exclusive Contractor)	August 31
	• Condor / Boom with Operator (Exclusive Contractor)	August 31
	• 35,000# Versalift with Operator (Exclusive Contractor)	August 31
	• 60,000# Versalift with Operator (Exclusive Contractor)	August 31
	• Scissor Lift with Operator (Exclusive Contractor)	August 31
	• Electrical Rigging / Stagehand Labor (Exclusive Contractor)	August 31
	• Electrical Chain Hoist and Truss (Exclusive Contractor)	August 31
	• Machinery Setup and Dismantle Labor (Exclusive Contractor)	August 31
	• Display Vehicle Placement (Exclusive Contractor)	August 31
	• Cleaning (Exclusive Contractor)	August 31
	Hanging Sign	
	• Hanging Sign / Rigging (Exclusive Contractor)	August 31
	• Hanging Sign Layout Submission	August 31
	• Truss Lighting (Exclusive Contractor)	August 31
	Utilities	
	• Electrical Checklist	August 31
	• Electrical Equipment (Exclusive Contractor)	August 31
	• Electrical Accessories (Exclusive Contractor)	August 31
	• Review Electrical FAQ	August 31
	• Electrical Layout Submission	August 31
	• Electrical Data Questionnaire: MANDATORY	August 31
	• Plumbing, Air, Water, Gas (Exclusive Contractor)	August 31
	• Review Plumbing Services Information	August 31
	• Plumbing Layout	August 31
	• Lights Out Request (Exclusive Contractor)	August 31
	Official Contractors	
	Internet / Voice / Digital or HDTV Service : COX Business (Exclusive Contractor)	August 29
	Audio-Visual & Computer Rental : AV Network – Advance Orders	September 1
	Airways Sea Freight to arrive port of Long Beach/Los Angeles, CA (LCL Sea Freight on September 1 or no later than 14 days before target/required delivery date; FCL Sea Freight on September 6 or not later than 10 days before target/required delivery date)	September 1, 6
	Floral : Floral Exhibits, Ltd.	September 4
	Catering : Centerplate – Advance Pricing (Exclusive Contractor)	September 11
	Exhibitor Request to Videotape	September 11
	Airways Air Freight to arrive at Las Vegas McCarran Airport	September 13
	Booth Talent : Judy Venn & Associates	September 18
	Exhibitor Badge Registration – MANDATORY (Reminder: Badges will NOT be mailed in advance.)	No Deadline
	Photography : Oscar & Associates	No Deadline