



## Important Dates and Deadlines

### **AUGUST 2nd, 2019 - FINAL DEADLINE FOR BOOTH BALANCE**

50% deposit due at the time of placement. Booth Balances are due 30 days after Contract Date. \$50 monthly late fee may be applied to account.

### **SEPTEMBER 1, 2019 - FINAL DONATION DEADLINE**

After September 1st, 2019 only cash contributions will be accepted to satisfy exhibitor agreement.

### **AUGUST 1, 2019 - EXHIBIT BADGE/EVENT TICKET REGISTRATION OPENS**

Exhibitors can log onto their online portal and begin the registration process for booth badges and event tickets. **Deadline for submission of badge names is NOVEMBER 1, 2019.**

### **DECEMBER 10, 2019 - ADVANCED SHIPMENT TO WAREHOUSE (GES)**

Starts December 10, 2019 at 8:00 AM to January 2, 2019 by 4:30 PM

Hours for receiving are Monday-Friday 8:00 AM-4:30 PM. Drivers must check in by 2:00 PM to be guaranteed same day unloading. The GES Advance Warehouse will be CLOSED on December 24th & 25th, and January 1st, 2020 in observance of the holidays.

### **DECEMBER 28, 2019 - GES SERVICES DISCOUNT DATE DEADLINE**

Orders must be received prior to deadline to take advantage of offer for discounted rates for: Furniture, Carpet, AV, Utilities, etc.

### **JANUARY 6th , 2020 - DIRECT TO SHOW SITE SHIPMENT (GES)**

January 6 - January 8 2020 from 8:00 AM to 4:30 PM

Please reference Target Booth Move-In Floor Plan Map to Coordinate Date