

ASAP	Information Requested By:
Read Exhibitor Service Kit (ESK) in its entirety	GES
Review Marketing and Promotional Opportunities	New Hope
Make Hotel Reservations through Official Vendor	OnPeak
Secure Meeting Room Space (contact your Account Manager for availability)	New Hope
Make Airline/Rental Car Reservations	Exhibitor
Log In to Exhibitor Hub to Update Show Directory/Company Listing	New Hope
Link to Exhibitor Hub is coming soon!	
Upload your COI or Order Insurance for your booth	Exhibitor
Order Security for Booth	United Security
Register Booth Personnel for Badges in the Exhibitor Hub	New Hope
Link to Exhibitor Hub is coming soon!	
Submit Sampling Information Form	Sodexo Live!

Due Date	July	Information Requested By:
7.8.24	Prices increase for additional Exhibitor Badges ordered over allotment	CDS
7.19.24	Print deadline for Show Directory -- includes company name, booth number, artwork, etc. Log In to update and click on edit booth info.	New Hope
7.23.24	First day for Advance Freight Shipments at warehouse	GES
7.26.24	Submit Exhibitor Appointed Contractor (EAC) Form	GES
7.29.24	Order Any Food Preparation or Catering for booth	Sodexo Live!

Due Date	August	Information Requested By:
8.1.24	Logo Submission Deadline	GES
8.5.24	Discount Deadline to Order AV / Computer Equipment	MetroMultimedia
8.5.24	Discount Deadline to Order Booth Furnishings & Graphics	GES
8.5.24	Secure Onsite Storage (dry, frozen, refrigerated)	GES
8.5.24	Pre-Show Discount Deadline for Lead Retrieval	CDS
8.8.24	Order Internet/Telephone/Cable TV Services	Smart City Networks
8.8.24	Order Electrical Services	CCC
8.12.24	Deadline to Order Refrigeration	Lowe
8.15.24	Deadline to Order Plants & Floral	National Plant & Floral
8.21.24	Last day for Advance Shipments to arrive at Warehouse	GES
8.25.24	Ship Directly to Show Site	GES
8.26.24	Booth must be Show Ready by 10:00 AM	New Hope