



DEADLINE CHECKLIST

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
SHOW MANAGEMENT FORMS			
September 19, 2014	Special Function Request	Marketing Opportunities	_____
September 22, 2014	Congress Program and Exhibition Guide Advertising Form	Marketing Opportunities	_____
September 22, 2014	Industry Education Application	Marketing Opportunities	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
October 22, 2014	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
December 10, 2014	Exhibitor Badge and Registration Form	SCCM Forms	_____
December 12, 2014	Registrant Mailing List	Marketing Opportunities	_____
December 12, 2014	Sketch or blueprint of layouts for Peninsula and Island booths		_____
December 14, 2014	Receipt of Door Drop Materials	Marketing Opportunities	_____
December 12, 2014	Sketch or blueprint of layouts for Peninsula and Island booths		_____
January 2, 2014	Intent to Use a Non-Appointed Contractor	General Information	_____
January 2, 2015	Give-away and Drawing Form	Marketing Opportunities	_____
January 2, 2015	Medical Waste Form	SCCM Forms	_____



GLOBAL EXPERIENCE SPECIALISTS (GES) FORMS

December 13, 2014	Advance Shipments to GES Phoenix Warehouse Begin	GES Order Forms	_____
December 26, 2014	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
December 2, 2014	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____
December 26, 2014	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
January 13, 2015	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
January 13, 2015	Advance Shipments to GES Advance Warehouse Deadline	GES Order Forms	_____
January 16, 2015	Direct Shipments Begin	GES Order Forms	_____