



KEY DEADLINES & CONTACT INFORMATION

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☒ Due Date	Item Due	Contact
☐ ASAP	EXHIBITOR PROFILES For inclusion in the Show Daily, E3expo.com and or E3 Insider.com	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ ASAP	PR CONTACTS	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ ASAP	SEARCHABLE DATABASE: PRODUCT CATEGORIES	IDG World Expo Jackie Mellen E-Mail: jmellen@idgworldexpo.com
☐ ASAP	NEW PRODUCT SPOTLIGHT For inclusion in E3Expo.com, E3Insider.com and E3 App	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ ASAP	E3 HAPPENINGS: EVENTS, ACTIVITIES, CELEBRITY APPEARANCES	IDG World Expo Jackie Mellen E-Mail: jmellen@idgworldexpo.com
☐ February, 2016	EXHIBITOR REGISTRATION OPENS	Stephen Galeotalanza Director, Registration IDG World Expo T. 508-424-4870 E-Mail: sgaleotalanza@idgworldexpo.com
☐ February, 2016	EXHIBITOR HOUSING OPENS	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-Mail: bdelaney@cmrus.com Website: www.cmrus.com
☐ April 4, 2016	BOOTH APPROVAL DESIGN DEADLINE (400 sq. ft. or more and Permanent Meeting Room)	Stan Snyder: ssnyder@lacclink.com Facilities: staylor@lacclink.com Los Angeles Convention Center (LACC) T. 213-741-1151
☐ April 4, 2016	LACC PERMANENT MEETING ROOM APPROVAL DESIGN DEADLINE	Frank Keefer: fkeefer@lacclink.com Clinton Pruiet: clinton.pruet@lacity.org Event Services: eventservices@lacclink.com Los Angeles Convention Center (LACC) T. 213-765-4655
☐ April 5, 2016	BOOTH SPACE SHARING	Giovanni Stein Director of Sales IDG World Expo T. 508-424-4864 E-Mail: gstein@idgworldexpo.com



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☒ Due Date	Item Due	Contact
☐ April 15, 2016	LEAD RETRIEVAL Early Bird Rate Deadline	CompuSystems T. 708-786-5565 F. 708-344-4444 E-Mail: exhibitor-support@compusystems.com Website: www.compusystems.com
☐ April 25, 2016	INSURANCE FORMS DUE <i>Mandatory for ALL Exhibitors and EACs</i>	Mariella Ley Alida Roberts Associate Show Director Sr. Operations Manager IDG World Expo T. 703-383-3976 x 12 and 15 E-Mail: mley@idgworldexpo.com E-Mail: aroberts@idgworldexpo.com
☐ April 25, 2016	EXHIBITOR APPOINTED CONTRACTOR (EAC): Exhibitor Form, Contractor Form & Insurance Certificate Due	Mariella Ley Alida Roberts Associate Show Director Sr. Operations Manager IDG World Expo T. 703-383-3976 x 12 and 15 E-Mail: mley@idgworldexpo.com E-Mail: aroberts@idgworldexpo.com
☐ Early May, 2016	PR MEDIA LIST AVAILABLE	Michelle Curran Double Forte T. 415-500-0603 E-Mail: media@e3expo.com
☐ May 2, 2016	LEAD RETRIEVAL Advanced Discount Deadline	CompuSystems T. 708-786-5565 F. 708-344-4444 E-Mail: exhibitor-support@compusystems.com Website: www.compusystems.com
☐ May 3, 2016	ADVANCE SHIPMENTS May begin arriving at Warehouse: Monday- Friday 8:00 AM—3:30 PM	Company Name / Booth # E3 2016 c/o GES 5560 Katella Ave. Cypress CA 90630
☐ ASAP or by May 6, 2016	EXHIBITOR PROFILES For inclusion in the Show Daily, E3expo.com and or E3 Insider.com	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ ASAP or by May 6, 2016	PR CONTACTS	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ ASAP or by May 6, 2016	SEARCHABLE DATABASE: PRODUCT CATEGORIES	IDG World Expo Jackie Mellen E-Mail: jmellen@idgworldexpo.com
☐ May 10, 2016	GES / RIGGING Rigging Plan Submittal Form & Order Deadline	GES Kelly Green T. 562-370-1564 F. 562-370-1694 E-Mail: kgreen@ges.com



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☒ Due Date	Item Due	Contact
☐ May 11, 2016	EXHIBITOR HOTEL ROOMING LIST DEADLINE	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-Mail: bdelaney@cmrus.com Website: www.cmrus.com
☐ ASAP or by May 13, 2016	NEW PRODUCT SPOTLIGHT For inclusion in E3Expo.com, E3Insider.com and E3 App	Pattie Tobias Renouard E-Mail: prenouard@e3expo.com
☐ May 16, 2016	ELECTRICAL ORDERS Advanced Discount Rate Deadline	Electrical Services (Exclusive) GES Mark Witthoeft: mwitthoeft@ges.com 5560 Katella Ave Los Angeles, CA. 90630 T. 562-370-1605 F. 562-370-1695 Website: www.ges.com
☐ May 16, 2016	GES Advanced Discount Order Deadline	GES T. 800-475-2098 Toll Free, U.S. F. 866-329-1437 U.S. T. 702-515-5970 International F. 702-263-1520 International Website: www.ges.com
☐ May 16, 2016	TELECOMMUNICATION Advance Discount Rate Deadline	Smart City T. 213-765-4647 F. 213-765-4450 Robbie Bridges, Customer Sales & Services LACC, 1201 S. Figueroa St. Los Angeles, CA 90015 E-Mail: rbridges@smartcity.com
☐ May 16, 2016	A/V EQUIPMENT Rental Form Deadline Advanced Discount Show Rate Deadline	Audio Visual Services GES Robert Smith: rosmith@ges.com 1425 Greenway Dr., Suite 250, Irvine, TX. 75038 T. 972-538-3006 F. 972-538-3001 Website: www.ges.com
☐ May 20, 2016	SECURITY ORDER FORM Discount Deadline	Show-Time Services 8332 Lambert Drive, Huntington Beach, CA 92647 T. 714-397-3871 Website: www.show-timeservices.com E-Mail: Larry@show-timeservices.com
☐ May 20, 2016	EXHIBITOR PARKING	LACC Event Services Los Angeles Convention Center (LACC) E-Mail: eventservices@lacclink.com
☐ May 23, 2016	CATERING ORDERS	Levy Restaurants, Los Angeles Convention Center / LACC 1201 South Figueroa St. Los Angeles, CA 90015 Maria Lopez T. 213-765-4480 E-Mail: mlopez@Levyrestaurants.com



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☒ Due Date	Item Due	Contact
☐ May 26, 2016	HOTEL CANCELLATION DEADLINE (without penalty)	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-Mail: bdelaney@cmrus.com Website: www.cmrus.com
☐ May 28, 2016	INTERNET & NETWORK SERVICE Early Bird Rate Deadline	showNets, LLC 13316 E. Summit Drive Scottsdale, AZ 85259 T. 800-310-4454 F. 480-314-7716 E-Mail: sales@shownets.net
☐ June 1, 2016	Last day for DISCOUNTED HOTEL RATE Based on Availability	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-Mail: bdelaney@cmrus.com Website: www.cmrus.com
☐ June 1, 2016	Last day for ADVANCE SHIPMENT to Warehouse (Mon - Fri, 8:00 AM—3:30 PM PST)	Company Name / Booth # E3 2016 c/o GES 5560 Katella Avenue, Cypress, CA 90630
☐ June 5 - June 13, 2016 See Targeted Floor Plan	DIRECT SHIPMENTS may begin arriving at Exhibit Site 8:00 AM – 4:30 PM (PST) (All shipments must be checked into the Marshalling yard by 2:30 PM)	Company Name / Booth # E3 2016 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
☐ June 5, 2016 See Targeted Floor Plan	EXHIBITOR MOVE-IN STARTS June 5 – June 13, 2016 8:00 AM – 6:00 PM (PST)	E3 2016 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
☐ June 13, 2016	Last Day for DIRECT SHIPMENTS to Arrive at Exhibit Site By 4:30 PM (Checked in by 2:30 at the Marshalling Yard)	Company Name / Booth # E3 2016 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
☐ June 16-20, 2016	EXHIBITOR MOVE-OUT June 16, 2016 5:00 PM – 10:00 PM June 17-19, 2016 8:00 AM – 5:00 PM June 20, 2016 8:00 AM – 12 Noon* (ALL TIMES PST) *Lighting Truss/Rigging properties only by 12 noon.	E3 2016 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015