



## Checklist of Dates to Remember

### **February 12**

- Notice of Intent to Use Exhibitor Designated Contractor Forms
- Insurance certificates from Exhibitor Designated Contractors due
- Company Descriptions and Company Logos due

### **February 11 - March 11**

- Advance shipments will be accepted at the GES Warehouse, additional charges incurred after March 11

### **February 19**

- Deadline to submit Booth Registration forms

### **February 20**

- Early Bird deadline to receive a discount on Internet, Telecom and Telephone

### **February 24**

- Early Bird deadline to receive advance discount for GES Furnishings

### **March 6**

- Early Bird deadline to receive a discount on Audio Visual pricing from Encore Event Technologies (Audio Visual)

### **March 16**

- Direct shipments will be accepted at the convention center, any shipments arriving before this date will be refused by the facility
- Exhibitor Move-in (9:00 a.m. - 4:30 p.m.)

### **March 18**

- Exhibitor Move-out (5p.m. - 7p.m.)

### **SHOW TIME**

Thursday, March 17 – Friday, March 18  
9:00 a.m. – 5:00 p.m.

### **GES ServiCenter onsite hours**

Wednesday, March 16  
8:30 a.m. – 4:30 p.m.

Thursday, March 17  
8:30 a.m. – 5:00 p.m.

Friday, March 18  
8:30 a.m. – 7:00 p.m.