



DEADLINE CHECKLIST

SHOW MANAGEMENT FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
October 6, 2016	Congress Program and Exhibition Guide Advertising Form	Marketing Opportunities	_____
October 6, 2016	Industry Education Application	Marketing Opportunities	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
November 4, 2016	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
December 9, 2016	Exhibitor Badge and Registration Form	SCCM Forms	_____
December 16, 2016	Receipt of Door Drop Materials	Marketing Opportunities	_____
December 17, 2016	Registrant Mailing List	Marketing Opportunities	_____
December 17, 2016	Sketch or blueprint of layouts for Peninsula and Island booths		_____
December 17, 2016	Intent to Use a Non-Appointed Contractor	General Information	_____
December 17, 2016	Give-away and Drawing Form	Marketing Opportunities	_____
December 17, 2016	Medical Waste Form	SCCM Forms	_____



DEADLINE CHECKLIST

GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
December 17, 2016	Advance Shipments to GES Warehouse Begin	GES Order Forms	_____
December 30, 2017	Event Technology Systems	GES Order Forms	_____
January 4, 2017	Pacific Direct Connect	GES Order Forms	_____
January 4, 2017	Catering	GES Order Forms	_____
TBD	Exhibit Hall Plumbing Advance Price Deadline	GES Order Forms	_____
TBD	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
January 16, 2017	Advance Shipments to GES Advance Warehouse End	GES Order Forms	_____
January 20, 2017	Direct Shipments Begin	GES Order Forms	_____
January 26, 2016	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
TBD	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Deadline	GES Order Forms	_____
TBD	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____