



KEY DEADLINES & CONTACT INFORMATION
All Service Order Forms are Available in the Exhibitor Manual

<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> ASAP	EXHIBITOR PROFILES For inclusion on E3expo.com and E3 Mobile App	Kelly O'Rourke Marketing Manager IRL Events T. 508-834-6196 E-Mail: korourke@irl-events.com
<input type="checkbox"/> ASAP To gain maximum exposure	PR CONTACTS	Kelly O'Rourke Marketing Manager IRL Events T. 508-834-6196 E-Mail: korourke@irl-events.com
<input type="checkbox"/> ASAP To gain maximum exposure	SEARCHABLE DATABASE: PRODUCT CATEGORIES	Kelly O'Rourke Marketing Manager IRL Events T. 508-834-6196 E-Mail: korourke@irl-events.com
<input type="checkbox"/> ASAP To gain maximum exposure	NEW PRODUCT SPOTLIGHT For inclusion in E3Expo.com, E3 Mobile App and On-site Signage	Kelly O'Rourke Marketing Manager IRL Events T. 508-834-6196 E-Mail: korourke@irl-events.com
<input type="checkbox"/> ASAP To gain maximum exposure	E3 HAPPENINGS: EVENTS, ACTIVITIES, CELEBRITY APPEARANCES	Kelly O'Rourke Marketing Manager IRL Events T. 508-834-6196 E-Mail: korourke@irl-events.com
<input type="checkbox"/> February, 2017	EXHIBITOR REGISTRATION OPENS	Stephen Galeotalanza Director, Registration IRL Events T. 508-834.6195 E-Mail: sgaleotalanza@irl-events.com
<input type="checkbox"/> February, 2017	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
<input type="checkbox"/> April 3, 2017	BOOTH APPROVAL DESIGN DEADLINE	LACC Event Services: eventservices@lacclink.com Los Angeles Convention Center (LACC) T. 213-741-1151
<input type="checkbox"/> April 3, 2017	LACC PERMANENT MEETING ROOM APPROVAL DESIGN DEADLINE	LACC Event Services: eventservices@lacclink.com Los Angeles Convention Center (LACC) T. 213-765-4655
<input type="checkbox"/> April 4, 2017	BOOTH SPACE SHARING	Max Roche Sales Manager IRL Events T. 508-834.6197 E-Mail: mroche@irl-events.com

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<input type="checkbox"/> April 14, 2017	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
<input type="checkbox"/> April 21, 2017	INSURANCE FORMS DUE <i>Mandatory for ALL Exhibitors and EACs</i>	Mariella Ley Alida Roberts Director of Operations Sr. Operations Manager IRL Events T. 508-834-6183 - T. 508-834-6187 E-Mail: mley@irl-events.com E-Mail: aroberts@irl-events.com
<input type="checkbox"/> April 21, 2017	EXHIBITOR APPOINTED CONTRACTOR (EAC): Exhibitor Form, Contractor Form & Insurance Certificate Due	Mariella Ley Alida Roberts Director of Operations Sr. Operations Manager IRL Events T. 508-834-6183 - T. 508-834-6187 E-Mail: mley@irl-events.com E-Mail: aroberts@irl-events.com
<input type="checkbox"/> April 30, 2017	GES / RIGGING Rigging Plan Submittal Form & Order Deadline	GES Kelly Green T. 562-356-3764 F. 562-370-1694 E-Mail: kgreen@ges.com
<input type="checkbox"/> Late April, 2017	PR MEDIA LIST AVAILABLE	Michelle Curran Double Forte T. 415-500-0603 E-Mail: media@e3expo.com
<input type="checkbox"/> May 1, 2017	LEAD RETRIEVAL Advanced Discount Deadline	CompuSystems T. 708-786-5565 F. 708-344-4444 E-Mail: exhibitor-support@compusystems.com Website: www.compusystems.com
<input type="checkbox"/> May 2, 2017	ADVANCE SHIPMENTS May begin arriving at Warehouse: Monday- Friday 8:00 AM—3:30 PM	Company Name / Booth # E3 2017 c/o GES 5560 Katella Ave. Cypress, CA 90630

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<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> May 10, 2017	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
<input type="checkbox"/> May 12, 2017	TELECOMMUNICATION Advance Discount Rate Deadline	Smart City T. 213-765-4647 F. 213-765-4450 Paula Ruiz, Event Coordinator LACC, 1201 S. Figueroa St. Los Angeles, CA 90015 E-Mail: pruiz@smartcity.com
<input type="checkbox"/> May 15, 2017	ELECTRICAL ORDERS Advanced Discount Rate Deadline	Electrical Services (Exclusive) GES Mark Witthoef: mwitthoef@ges.com 5560 Katella Ave Los Angeles, CA. 90630 T. 562-370-1605 F. 562-370-1695 Website: www.ges.com
<input type="checkbox"/> May 15, 2017	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
<input type="checkbox"/> May 15, 2017	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
<input type="checkbox"/> May 23, 2017	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
<input type="checkbox"/> May 23, 2017	CATERING ORDERS	Levy Restaurants, Los Angeles Convention Center / LACC 1201 South Figueroa St. Los Angeles, CA 90015 Kristin Howard T. 213-765-4480 E-Mail: khoward@Levyrestaurants.com
<input type="checkbox"/> May 25, 2017	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



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<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> May 29, 2017	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
<input type="checkbox"/> May 30, 2017	EXHIBITOR PARKING (Pre-Order Parking Passes)	LACC Event Services Los Angeles Convention Center (LACC) E-Mail: eventservices@lacclink.com
<input type="checkbox"/> May 31, 2017	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
<input type="checkbox"/> May 31, 2017	Last day for ADVANCE SHIPMENT to Warehouse (Mon - Fri, 8:00 AM—3:30 PM PST)	Company Name / Booth # E3 2017 c/o GES 5560 Katella Avenue, Cypress, CA 90630
<input type="checkbox"/> June 4 - June 12, 2017 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 2017 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> June 4, 2017 See Targeted Floor Plan	EXHIBITOR MOVE-IN STARTS June 4- June 12, 2017 8:00 AM - 6:00 PM (PST)	E3 2017 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> June 12, 2017	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 2017 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> June 15-19, 2017	EXHIBITOR MOVE-OUT June 15, 2017 5:00 PM - 10:00 PM June 16-18, 2017 8:00 AM - 5:00 PM June 19, 2017 8:00 AM - 12 Noon* (ALL TIMES PST) *Lighting Truss/Rigging properties only by 12 noon.	E3 2017 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015