

### **EXHIBITOR DEADLINE SCHEDULE**

This Deadline Schedule is designed to benefit you in planning your ISSE Exhibit. We encourage you to make copies of this list for your show staff.

DEADLINE	TASK	TAB	CONTACT	DATE DONE
<b>October – 2018</b>				
31 – Oct	Final Payment for Booth Space	See Invoice	Trisha Thiede 480-455-3432	
<b>December – 2018</b>				
8 – Dec	EAC Form – Application for Outside Contractor Due	Section 3 – GES Information	Danica Levy 480-455-3433	
8 - Dec	Diagrams/Layouts of Booth Due for Approval	Section 2 – Badges/Forms	Danica Levy 480-455-3433	
20 – Dec	Advanced Shipment Start Date to Warehouse	Section 6 – Labor & Shipping	GES 800- 475-2098	
Multiple	Sponsorship, Signage & Advertising Opportunities	Section 8 – Sponsorship/Advertising	ISSE Sales 800-468-2274	
<b>January - 2018</b>				
2 – Jan	GES Advance Rate Deadline	ALL	GES 800- 475-2098	
2 – Jan	Electrical Advance Rate Deadline	Section 4 – Electrical/Utilities	GES 800- 475-2098	
2 - Jan	Carpet Orders Discount Deadline	Section 5 – Booth Furnishings	GES 800- 475-2098	
2 – Jan	Cleaning Order Form	Section 4 – Electrical/Utilities	GES 800- 475-2098	
4 - Jan	Hotel Reservations	Section 2 – Badges/Housing	Par Avion 800-826-8798	
4 - Jan	Certificate of Liability Insurance Due	Section 2 – Badges/Forms	RainProtection Insurance 800-528-7975	
4 - Jan	CA Sales Permit Due	Section 2 – Badges/Forms	Danica Levy 480-455-3433	
9 - Jan	Telecommunication Orders	Section 9 –Misc. Orders	LBCC/Smart City	
10 - Jan	Exhibitor Security Orders	Section 7 – Misc. Orders	Show Time Services 714-397-3871	
18 – Jan	Last Day for Advance Shipments to Warehouse	Section 6 – Labor & Shipping	GES 800-475-2098	
23 - Jan	First Day for Targeted Direct Shipments	Section 6 – Labor & Shipping	GES 800-475-2098	
24 - Jan	Exhibitor Badge Registration	Section 2 – Badges/Forms	Gina Moon 480-455-3456	
25 – Jan	Last Day for All Direct Shipments to Show Site	Section 6 – Labor & Shipping	GES 800-475-2098	