ASAP     Information Requested by:       Read Exhibitor.Service Kit (ESK) in its entirety Review Marketing and Promotional Opportunities     Informa       Make Hotel Reservations through Official Vendor     OnPeak       Secure Meeting Room Space     Informa       Make Arine /Rental Car Reservations     Exhibitor       Log In to Update Show Directory Company Listing -click on Edit Booth Info     Informa       Upload your COI or Order Insurance for your booth     Exhibitor       Register Booth Personnel for Badges - Contact your Client Services Specialist     Informa       1/12/2023     Submit Mandatory Booth Approval     Informa       Print deadline for Show Directory -includes company name and booth number,     Informa       1/20/2023     First day for Advance Freight shipments at the warehouse     GES       Pricing increases for additional exhibitor badges ordered over allotment-contact your     Aventri       2/1/2023     Submit Exhibitor Appointed Contractor (EAC) form     GES       2/14/2023     Order Escurity for booth     United       2/14/2023     Submit Exhibitor Appointed Contractor (EAC) form     GES       2/14/2023     Order Register Booth Personnel (Feuglifted)     Fire Marshal       2/14/2023     Order Register B	Critical Dates Checklist for ACC Halls A - E, Arena			
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Closes   March     2/17/2023   Order AV / Computer Equipment   Metro Multimedia     3/2/2023   Last day for Advance Freight shipments at the warehouse   GES     3/3/2023   Confirm date and time of onsite booth space selection for 2023   Informa     3/3/2023   Ship Freight Direct to Anaheim Convention Center (must arrive on target move in date and time)   GES	· · ·			
2/17/2023   Order AV / Computer Equipment   Metro Multimedia     March     3/2/2023   Last day for Advance Freight shipments at the warehouse   GES     3/3/2023   Confirm date and time of onsite booth space selection for 2023   Informa     3/3/2023   Ship Freight Direct to Anaheim Convention Center (must arrive on target move in date   GES     3/5-8/23   and time)   GES	-			
March     3/2/2023   Last day for Advance Freight shipments at the warehouse   GES     3/3/2023   Confirm date and time of onsite booth space selection for 2023   Informa     3/3/2023   Ship Freight Direct to Anaheim Convention Center (must arrive on target move in date and time)   GES				
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3/5-8/23 and time) GES	3/3/2023	Confirm date and time of onsite booth space selection for 2023	Informa	
Onsite	3/5-8/23		GES	
Choice Ch				
Onsite Crates for booths targeted must be empty and labeled for removal. GES	Onsite	Crates for booths targeted must be empty and labeled for removal.	GES	
Onsite Make sure to have all tracking information for freight sent to showsite (just in case)	Onsite	Make sure to have all tracking information for freight sent to showsite (just in case)		
Onsite Attend events and education to enhance exhibiting experience and networking opportunities	Onsite	Attend events and education to enhance exhibiting experience and networking opportunities		
Onsite Review invoices and verify costs for general contractor, electrical and other vendors	Onsite	Review invoices and verify costs for general contractor, electrical and other vendors		

Information Classification: General