

## 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 to show your staff.

<b>DEADLINE</b>	<b>TASK</b>	<b>TAB</b>	<b>CONTACT</b>	<b>COMPLETED</b>
<b>October – 2019</b>				
10/26	Final Payment for Booth	See Invoice	ISSE Sales 800-468-2274	
<b>December 2019</b>				
12/07	EAC Form Due – Application for Outside Contractor	Section 3	Danica Levy 480-455-3433	
12/07	Diagrams/Layouts of Raw Booth Space for Approval	Section 2	Danica Levy 480-455-3433	
12/19	Advanced Shipment Start Date	Section 6	GES 800-475-2098	
Multiple	Sponsorship, Signage, Advertising Ops	Section 8	Trisha Thiede 480-455-3432	
<b>January 2019</b>				
01/03	Hotel Reservations	Section 2	Par Avion 800-826-8798	
01/03	Certificate of Liability Insurance Due	Section 2	RainProtection 800-528-7975	
01/03	CA Sales Permit Due	Section 2	Danica Levy 480-455-3433	
01/06	GES Advance Rate Deadline	ALL	GES 800-475-2098	
01/06	Electrical Advance Rate Deadline	Section 4	GES 800-475-2098	
01/06	Carpet Orders Advance Rate Deadline	Section 5	GES 800-475-2098	
01/06	Cleaning Order Form	Section 4	GES 800-475-2098	
01/08	Telecommunications Orders	Section 9	LBCC/Smart City	
01/09	Exhibitor Security Orders	Section 7	ShowTime Services 714-397-3871	
01/17	Last Day for Advanced Shipments	Section 6	GES 800-475-2098	
01/22	Frist Day for Direct Shipments	Section 6	GES 800-475-2098	
01/23	Advance Exhibitor Badge Registration Deadline	Section 2	Gina Moon 480-455-3456	
01/24	Last Day for Direct Shipments	Section 6	GES 800-475-2098	