

**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                             | <b>EXHIBITOR PROFILES</b><br>For inclusion in E3expo.com and E3 Mobile App                     | Alexi Caffelle<br>Marketing Coordinator<br>Dolaher Events<br>T. 508-834-6203<br>E-mail: <a href="mailto:acaffelle@dolaherevents.com">acaffelle@dolaherevents.com</a>                                                |
| <input type="checkbox"/> ASAP<br>To gain maximum exposure | <b>PR CONTACTS</b>                                                                             | Alexi Caffelle<br>Marketing Coordinator<br>Dolaher Events<br>T. 508-834-6203<br>E-mail: <a href="mailto:acaffelle@dolaherevents.com">acaffelle@dolaherevents.com</a>                                                |
| <input type="checkbox"/> ASAP<br>To gain maximum exposure | <b>SEARCHABLE DATABASE: PRODUCT CATEGORIES</b>                                                 | Alexi Caffelle<br>Marketing Coordinator<br>Dolaher Events<br>T. 508-834-6203<br>E-mail: <a href="mailto:acaffelle@dolaherevents.com">acaffelle@dolaherevents.com</a>                                                |
| <input type="checkbox"/> ASAP<br>To gain maximum exposure | <b>NEW PRODUCT SPOTLIGHT</b><br>For inclusion in E3Expo.com, E3 Mobile App and On-site Signage | Alexi Caffelle<br>Marketing Coordinator<br>Dolaher Events<br>T. 508-834-6203<br>E-mail: <a href="mailto:acaffelle@dolaherevents.com">acaffelle@dolaherevents.com</a>                                                |
| <input type="checkbox"/> ASAP<br>To gain maximum exposure | <b>E3 HAPPENINGS: EVENTS, ACTIVITIES, CELEBRITY APPEARANCES</b>                                | Alexi Caffelle<br>Marketing Coordinator<br>Dolaher Events<br>T. 508-834-6203<br>E-mail: <a href="mailto:acaffelle@dolaherevents.com">acaffelle@dolaherevents.com</a>                                                |
| <input type="checkbox"/> February 2020                    | <b>EXHIBITOR REGISTRATION OPENS</b>                                                            | Stephen Galeotalanza<br>Director, Registration<br>Dolaher Events<br>T. 508-834.6195<br>E-mail: <a href="mailto:sgaleotalanza@dolaherevents.com">sgaleotalanza@dolaherevents.com</a>                                 |
| <input type="checkbox"/> February 2020                    | <b>EXHIBITOR HOUSING OPENS</b>                                                                 | Convention Management Resources, Inc. / CMR<br>T. 800-804-4337   F. 415-293-4072<br>E-mail: <a href="mailto:bdelaney@cmrus.com">bdelaney@cmrus.com</a><br>Website: <a href="http://www.cmrus.com">www.cmrus.com</a> |
| <input type="checkbox"/> March 30, 2020                   | <b>BOOTH APPROVAL DESIGN DEADLINE</b>                                                          | LACC Event Services: <a href="mailto:eventservices@lacclink.com">eventservices@lacclink.com</a><br>Los Angeles Convention Center (LACC)<br>T. 213-741-1151                                                          |
| <input type="checkbox"/> March 30, 2020                   | <b>LACC PERMANENT MEETING ROOM SHOW MANAGEMENT/LACC DESIGN APPROVAL DEADLINE</b>               | LACC Event Services: <a href="mailto:eventservices@lacclink.com">eventservices@lacclink.com</a><br>Show Management: <a href="mailto:aroberts@dolaherevents.com">aroberts@dolaherevents.com</a>                      |
| <input type="checkbox"/> March 31, 2020                   | <b>BOOTH SPACE SHARING DEADLINE</b>                                                            | Max Roche<br>Sales Manager<br>Dolaher Events<br>T. 508-834.6197<br>E-mail: <a href="mailto:mroche@dolaherevents.com">mroche@dolaherevents.com</a>                                                                   |

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|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> April 17, 2020      | <b>EMPLOYEE UNIFORM &amp; COSTUME APPROVAL DEADLINE</b>                                                           | Alida Roberts<br>Sr. Operations Manager<br>Dolaher Events<br>T. 508-834-6187<br>E-mail: <a href="mailto:aroberts@dolaherevents.com">aroberts@dolaherevents.com</a>                                                  |
| <input type="checkbox"/> April 17, 2020      | <b>SALES TAX PERMIT FORM</b><br><i>Mandatory if selling at E3</i>                                                 | Alida Roberts<br>Sr. Operations Manager<br>Dolaher Events<br>508-834-6187<br>E-mail: <a href="mailto:aroberts@dolaherevents.com">aroberts@dolaherevents.com</a>                                                     |
| <input type="checkbox"/> April 17, 2020      | <b>INSURANCE FORMS DUE</b><br><i>Mandatory for ALL Exhibitors and EACs</i>                                        | Alida Roberts<br>Sr. Operations Manager<br>Dolaher Events<br>T. 508-834-6187<br>E-mail: <a href="mailto:aroberts@dolaherevents.com">aroberts@dolaherevents.com</a>                                                  |
| <input type="checkbox"/> April 17, 2020      | <b>EXHIBITOR APPOINTED CONTRACTOR (EAC):</b><br>Exhibitor Form,<br>Contractor Form &<br>Insurance Certificate Due | Alida Roberts<br>Sr. Operations Manager<br>Dolaher Events<br>T. 508-834-6187<br>E-mail: <a href="mailto:aroberts@dolaherevents.com">aroberts@dolaherevents.com</a>                                                  |
| <input type="checkbox"/> April 28, 2020      | <b>ADVANCE SHIPMENTS</b><br>May begin arriving at<br>Warehouse:<br>Monday- Friday 8:00 AM—3:30 PM                 | Company Name / Booth #<br>E3 2020<br>c/o GES<br>5560 Katella Ave. Cypress, CA 90630                                                                                                                                 |
| <input type="checkbox"/> May 4, 2020         | <b>GES / RIGGING</b><br>Rigging Plan Submittal Form<br>& Order Deadline                                           | GES<br>Tammy VanHooser<br>T. 562-356-3797<br>E-mail: <a href="mailto:tvanhooser@ges.com">tvanhooser@ges.com</a>                                                                                                     |
| <input type="checkbox"/> May 6, 2020         | <b>EXHIBITOR HOTEL ROOMING LIST DEADLINE</b>                                                                      | Convention Management Resources, Inc. / CMR<br>T. 800-804-4337   F. 415-293-4072<br>E-mail: <a href="mailto:bdelaney@cmrus.com">bdelaney@cmrus.com</a><br>Website: <a href="http://www.cmrus.com">www.cmrus.com</a> |
| <input type="checkbox"/> May 8, 2020         | <b>TELECOMMUNICATION</b><br>Advance Discount Rate Deadline                                                        | Smart City<br>T. 213-765-4647   F. 213-765-4450<br>Paula Ruiz, Event Coordinator<br>LACC, 1201 S. Figueroa St.   Los Angeles, CA 90015<br>E-mail: <a href="mailto:pruiz@smartcity.com">pruiz@smartcity.com</a>      |

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|----------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> May 11, 2020        | <b>GES</b><br>Advanced Discount Order Deadline                                  | GES<br>T. 800-475-2098   Toll Free, U.S.<br>F. 866-329-1437   U.S.<br>T. 702-515-5970   International<br>F. 702-263-1520   International<br>Website: <a href="http://www.ges.com">www.ges.com</a>                                                                       |
| <input type="checkbox"/> May 11, 2020        | <b>ELECTRICAL ORDERS</b><br>Advanced Discount Rate Deadline                     | Electrical Services (Exclusive) GES<br>Greg Farley: <a href="mailto:gfarley@ges.com">gfarley@ges.com</a><br>5560 Katella Ave   Los Angeles, CA 90630<br>T. 562-356-3739                                                                                                 |
| <input type="checkbox"/> May 11, 2020        | <b>AV EQUIPMENT</b><br>Rental Form Deadline<br>Advanced Discount                | Audio Visual Services GES<br>Robert Smith: <a href="mailto:Rosmith@onservices.com">Rosmith@onservices.com</a><br>1425 Greenway Dr., Suite 250, Irvine, TX 75038<br>C. 972-679-3647<br>Website: <a href="http://www.onservices.com">www.onservices.com</a>               |
| <input type="checkbox"/> May 11, 2020        | <b>LEAD RETRIEVAL</b><br>Early Bird Rate Deadline                               | CompuSystems<br>T. 866-600-5323   F. 708-344-4444<br>E-mail: <a href="mailto:exhibitor-support@compusystems.com">exhibitor-support@compusystems.com</a><br>Website: <a href="http://www.compusystems.com">www.compusystems.com</a>                                      |
| <input type="checkbox"/> May 15, 2020        | <b>SECURITY ORDER FORM</b><br>Discount Deadline                                 | Show-Time Services<br>8332 Lambert Drive,<br>Huntington Beach, CA 92647<br>T. 714-397-3871<br>Website: <a href="http://www.show-timeservices.com">www.show-timeservices.com</a><br>E-mail: <a href="mailto:Larry@show-timeservices.com">Larry@show-timeservices.com</a> |
| <input type="checkbox"/> May 20, 2020        | <b>CATERING ORDERS</b>                                                          | Levy Restaurants<br>Los Angeles Convention Center / LACC<br>1201 South Figueroa St.   Los Angeles, CA 90015<br>Ashley Russo   T. 213-765-4469<br>E-mail: <a href="mailto:arusso@Levyrestaurants.com">arusso@Levyrestaurants.com</a>                                     |
| <input type="checkbox"/> May 21, 2020        | <b>HOTEL CANCELLATION<br/>DEADLINE</b><br>(without penalty)                     | Convention Management Resources, Inc. / CMR<br>T. 800-804-4337   F. 415-293-4072<br>E-mail: <a href="mailto:bdelaney@cmrus.com">bdelaney@cmrus.com</a><br>Website: <a href="http://www.cmrus.com">www.cmrus.com</a>                                                     |
| <input type="checkbox"/> May 22, 2020        | <b>EXHIBITOR PARKING</b><br>(Pre-Order Parking Passes<br>Based on Availability) | LACC Event Services<br>Los Angeles Convention Center (LACC)<br>T. 213-765-4263<br>E-mail: <a href="mailto:parking@lacclink.com">parking@lacclink.com</a>                                                                                                                |

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|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> May 26, 2020                                                                                           | <b>INTERNET &amp; NETWORK SERVICE</b><br>Early Bird Rate Deadline                                                                                                                                                           | showNets, LLC<br>13316 E. Summit Drive<br>Scottsdale, AZ 85259<br>T. 800-310-4454   F. 425-663-4082<br>E-mail: <a href="mailto:orders@shownets.net">orders@shownets.net</a>                                                        |
| <input type="checkbox"/> May 27, 2020                                                                                           | Last day for<br><b>DISCOUNTED HOTEL RATE</b><br>Based on Availability                                                                                                                                                       | Convention Management Resources, Inc. / CMR<br>T. 800-804-4337   F. 415-293-4072<br>E-mail: <a href="mailto:bdelaney@cmrus.com">bdelaney@cmrus.com</a><br>Website: <a href="http://www.cmrus.com">www.cmrus.com</a>                |
| <input type="checkbox"/> May 27, 2020                                                                                           | Last day for<br><b>ADVANCE SHIPMENT</b><br>to Warehouse<br>(Mon - Fri, 8:00 AM—3:30 PM PDT)                                                                                                                                 | Company Name / Booth #<br>E3 2020<br>c/o GES<br>5560 Katella Avenue, Cypress, CA 90630                                                                                                                                             |
| <input type="checkbox"/> May 28, 2020                                                                                           | <b>LEAD RETRIEVAL</b><br>Advanced Discount Deadline                                                                                                                                                                         | CompuSystems<br>T. 866-600-5323   F. 708-344-4444<br>E-mail: <a href="mailto:exhibitor-support@compusystems.com">exhibitor-support@compusystems.com</a><br>Website: <a href="http://www.compusystems.com">www.compusystems.com</a> |
| <input type="checkbox"/> May 31 - June 8, 2020<br>Please contact :<br><a href="#">Alida Roberts</a> for<br>Targeted Floor plans | <b>DIRECT SHIPMENTS</b><br>May begin arriving at Exhibit Site<br>8:00 AM – 4:30 PM (PDT)<br>(All shipments must be checked into<br>the Marshaling Yard by 2:30 PM)                                                          | Company Name / Booth #<br>E3 2020<br>c/o GES<br>Los Angeles Convention Center (LACC)<br>1201 S Figueroa St.<br>Los Angeles, CA 90015                                                                                               |
| <input type="checkbox"/> May 31, 2020<br>Please contact :<br><a href="#">Alida Roberts</a> for<br>Targeted Floor plans          | <b>EXHIBITOR MOVE-IN STARTS</b><br>May 31– June 8, 2020<br>8:00 AM – 6:00 PM (PDT)                                                                                                                                          | E3 2020<br>Los Angeles Convention Center (LACC)<br>1201 S Figueroa St.<br>Los Angeles, CA 90015                                                                                                                                    |
| <input type="checkbox"/> June 8, 2020                                                                                           | Last Day for<br><b>DIRECT SHIPMENTS</b><br>to Arrive at Exhibit Site<br>by 4:30 PM (PDT)<br>(Checked in by 2:30 PM at the<br>Marshaling Yard)                                                                               | Company Name / Booth #<br>E3 2020<br>c/o GES<br>Los Angeles Convention Center (LACC)<br>1201 S Figueroa St.<br>Los Angeles, CA 90015                                                                                               |
| <input type="checkbox"/> June 11-15, 2020                                                                                       | <b>EXHIBITOR MOVE-OUT</b><br>June 11, 2020, 6:00 PM – 11:00 PM<br>June 12-14, 2020, 8:00 AM – 4:30 PM<br>June 15, 2020, 8:00 AM – 12 Noon*<br>(ALL TIMES PDT)<br><br>*Lighting Truss/Rigging properties<br>only by 12 noon. | E3 2020<br>Los Angeles Convention Center (LACC)<br>1201 S Figueroa St.<br>Los Angeles, CA 90015                                                                                                                                    |