



KEY DEADLINES

Due Date	Item Due	Contact
ASAP	E3 EVENTS, ACTIVITIES, & CELEBRITY APPEARANCES	Show Management Skip.Haile@rxglobal.com Shanna.Cito@rxglobal.com
ASAP	EXHIBITOR PROFILES For inclusion on E3expo.com & e3 mobile app	COMING SOON
ASAP	PR CONTACT & MEDIA	Robert Brown e3@stridepr.com
March 31, 2023	EMPLOYEE UNIFORM & COSTUME APPROVAL DEADLINE	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
April 7, 2023	BOOTH APPROVAL DESIGN DEADLINE	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
April 7, 2023	PERMANENT MEETING ROOM DESIGN APPROVAL DEADLINE	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
April 7, 2023	BOOTH SPACE SHARING	Sales Director Shanna Cito T: 203.722.3298 E-Mail: Shanna.Cito@reedpop.com
April, 19, 2023	SALES TAX PERMIT FORM <i>Mandatory if selling at E3</i>	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
April 19, 2023	INSURANCE FORMS DUE <i>Mandatory for ALL EACs</i>	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
April 28, 2023	SECURITY ORDER FORM Discount Deadline	Allied Universal Event Services T. 714.622.1404 E-mail: Jennifer.Pacheco@aus.com
May 5, 2023	GES / RIGGING Rigging Plan Submittal Form & Order Deadline	GES T. 800.801.7648 US T. 702.515.5970 International
May 10, 2023	ADVANCE SHIPMENTS May begin arriving at Warehouse: Monday- Friday 8:00 AM—2:30 PM Closed 12:00 PM – 1:00 PM	GES – E3 C/O Crane Freight & Cartage 1515 E WINSTON RD ANAHEIM CA, 92805
May 12, 2023	SECURITY ORDER FORM Discount Deadline	Allied Universal Event Services T. 714.622.1404 E-mail: Jennifer.Pacheco@aus.com
May 13, 2023	EXHIBITOR APPOINTED CONTRACTOR (EAC): Exhibitor Form, Contractor Form & Insurance Certificate Due	Operations Skip Haile: Skip.Haile@rxglobal.com Kyle Batie: Kyle.Batie@rxglobal.com
May 15, 2023	DEADLINE TO APPLY FOR INSURANCE	Buttine Underwriters Purchasing Group Kendra Reilly Monahan T. 212-867-3642 E-mail: kmonahan@risk-strategies.com



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May 19, 2023	GES Advanced Discount Order Deadline	GES T. 800.801.7648 US T. 702.515.5970 International
May 19, 2023	ELECTRICAL ORDERS Advanced Discount Rate Deadline	GES T. 800.801.7648 US T. 702.515.5970 International
May 19, 2023	CATERING ORDERS	Levy Restaurants Rebecca Cooksey E-mail: RCooksey@Levyrestaurants.com
May 19, 2023	TELECOMMUNICATION Advance Discount Rate Deadline	Smart City Keely McGaffin T. 213.765.4647 E-mail: KMcGaffin@smartcity.com
May 19, 2023	INTERNET & NETWORK SERVICE Early Bird Rate Deadline	Smart City Keely McGaffin T. 213.765.4647 E-mail: KMcGaffin@smartcity.com
May 23, 2023	AV EQUIPMENT Advanced Discount Deadline	Reaction AV T. 949.600.8235 E-mail: exhibitor@reactionav.com
May 30, 2023	EXHIBITOR PARKING (Pre-Order Parking Passes)	LACC Event Services Los Angeles Convention Center (LACC) E-mail: parking@lacclink.com
June 6, 2023	Last Day for ADVANCE SHIPMENTS May begin arriving at Warehouse: Monday- Friday 8:00 AM—2:30 PM Closed 12:00 PM – 1:00 PM	GES – E3 C/O Crane Freight & Cartage 1515 E WINSTON RD ANAHEIM CA, 92805
June 9 - June 12, 2023	DIRECT SHIPMENTS May begin arriving at Exhibit Site 8:00 AM – 4:30 PM (PDT) (Please refer to GES Shipping information for detailed instructions here)	Company Name / Booth # E3 2023 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
June 9, 2023	EXHIBITOR MOVE-IN STARTS June 9 – 12, 8:00 AM – 6:00 PM (PDT)	E3 2023 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
June 12, 2023	Last Day for DIRECT SHIPMENTS to Arrive at Exhibit Site By 4:30 PM (Please refer to GES Shipping information for detailed instructions here)	Company Name / Booth # E3 2023 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
June 15-20, 2023	EXHIBITOR MOVE-OUT June 15 6:00 pm – 11:00 pm – West Hall Only June 16 8:00 am – 6:00 pm – West Hall Only June 16, 6:00 pm – 11:00 pm – South Hall June 17-19, 8:00 am – 5:00 pm – West & South Hall June 20, 8:00 am - 12:00 pm – West & South Hall	E3 2023 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015