

## 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.

<u>DEADLINE</u>	<u>TASK</u>	<u>TAB</u>	<u>CONTACT</u>	<u>COMPLETED</u>
<b>March 2022</b>				
3/15	Final Payment for Booth	See Invoice	ISSE Sales 800-468-2274	
<b>April 2022</b>				
4/20	Diagrams/Layouts of Bulk Booth Space for Approval	<a href="#">Forms</a>	Jen Burns 480-455-3433	
4/20	Certificate of Liability Insurance Due	<a href="#">Required Forms</a>	RainProtection 800-528-7975	
4/20	CA Sales Permit Due	<a href="#">Required Forms</a>	Jen Burns <a href="mailto:jen@probeauty.org">jen@probeauty.org</a>	
4/20	Notice of Intent to Hire an EAC – NOI & Insurance for Outside Contractor	<a href="#">GES Info</a>	GES	
<b>May 2022</b>				
5/19	Advanced Shipment Start Date	<a href="#">Labor &amp; Shipping</a>	GES 800-801-7648	
Multiple	Sponsorship, Signage, Advertising Ops	<a href="#">Marketing Opps</a>	Trisha Thiede 480-455-3432	
Multiple	Hotel Reservations	<a href="#">Hotel</a>		
<b>June 2022</b>				
6/1	GES Advance Rate Deadline	ALL	GES 800-475-2098	
6/1	Electrical Advance Rate Deadline	<a href="#">Electrical</a>	GES 800-475-2098	
6/1	Carpet Orders Advance Rate Deadline	<a href="#">Carpet</a>	GES 800-475-2098	
6/1	Cleaning Order Form	<a href="#">Cleaning</a>	GES 800-475-2098	
6/7	Telecommunications Orders	<a href="#">Misc. Serv</a>	LBCC/Smart City	
6/7	Exhibitor Security Orders	<a href="#">Misc. Serv</a>	MBK 562-552-4112	
6/17	Last Day for Advanced Shipments	<a href="#">Shipping</a>	GES 800-475-2098	
6/22	Frist Day for Direct Shipments	<a href="#">Shipping</a>	GES 800-475-2098	
6/22	Exhibitor Badge Registration	<a href="#">Badges</a>	Gina Moon 480-455-3456	
6/24	Last Day for Direct Shipments	<a href="#">Shipping</a>	GES 800-475-2098	