

Critical Dates Checklist for North Halls

ASAP		Information Requested by:
	Read Exhibitor Service Kit (ESK) in its entirety	GES
	Review Marketing and Promotional Opportunities	Informa
	Make Hotel Reservations through Official Vendor	OnPeak
	Secure Meeting Room Space	Informa
	Make Airline/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
January		
1/13/2023	Submit Mandatory Booth Approval	Informa
1/20/2023	Print deadline for Show Directory --includes company name and booth number, artwork, etc. Log In to update and click on edit booth info.	Informa
February		
2/9/2023	First day for Advance Freight shipments at the warehouse	GES
TBD	Pricing increases for additional exhibitor badges ordered over allotment- contact your client services specialist for the link	Aventri
2/14/23	Order lead retrieval unit: early bird deadline	Aventri
2/1/2023	Submit Exhibitor Appointed Contractor (EAC) form	GES
2/14/2023	Order Security for booth	United
2/14/2023	Submit Fire Permit to Fire Department (required)	Fire Marshal
2/14/2023	Deadline to order Booth Furnishings: Carpet, Furniture & Accessories, Graphics	GES
2/14/2023	Order Electrical Service	GES
2/14/2023	Secure Onsite Storage (dry, frozen, refrigerated)	GES
2/14/2023	Order any Food Preparation, Catering for booth	Aramark
2/14/2023	Order Internet	SmartCity
2/14/2023	Order Plant & Floral	National Plant & Floral
2/14/2023	Order Telephone and Cable TV	SmartCity
Ordering Closes 2/21/2023	Order Refrigeration	Lowe
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
Onsite		
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 show site (just in case)	
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	