

Exhibitor Checklist and Deadlines

SERVICE/FORM/ACTION	DATE DUE	DATE COMPLETED
Due to the International Foundation		
Booth Personnel Replacement/Late Registration form		
<input type="checkbox"/> Hotel reservations deadline (After this date, we can no longer make reservations.)	September 15, 2025	_____
<input type="checkbox"/> Registration cutoff— \$300 late fee after this date	September 29, 2025	_____
Due to GES Exposition Services—Discount Deadline: October 15, 2025		
GES is the only shipping and material handling vendor that can accept materials on the show floor.		
<input type="checkbox"/> Advance warehouse shipments (received by GES)	No earlier than September 22	_____
	No later than October 20	_____
<input type="checkbox"/> Direct to GES at the Hawai'i Convention Center must be consigned to Official Service Contractor, GES	No earlier than November 7	_____
GES will ONLY receive on these dates and during these hours: 8:00 a.m.-5:00 p.m.		
SURCHARGES WILL APPLY.		
<input type="checkbox"/> EAC (if using an exhibitor-appointed contractor) notification to GES	October 7	_____
<input type="checkbox"/> Certificate of insurance filed with GES AND the International Foundation	October 7	_____
<input type="checkbox"/> Carpet (Carpet is mandatory.)	October 15	_____
<input type="checkbox"/> Electrical	October 15	_____
<input type="checkbox"/> Furniture and accessories for booth (tables, chairs)	October 15	_____
<input type="checkbox"/> Labor (install/dismantle—union/work rules)	October 15	_____
Due to Hawai'i Convention Center		
<input type="checkbox"/> Audiovisual/monitors	October 15	_____
<input type="checkbox"/> Booth catering	October 3	_____
<input type="checkbox"/> Floral	October 15	_____
<input type="checkbox"/> Internet/data	October 15	_____
Additional Services		
<input type="checkbox"/> Lead retrieval/Expo Pass	Open	_____