

## Exhibitor Deadlines Checklist and Reminders

To get the most out of your experience at Expo! Expo!, you will need quality planning and logistics. Please refer to the checklist and reminders below to assist with optimizing your Expo! Expo! investment.

### IAEE FORMS DEADLINES

- ☐ Island Exhibit Design Plans.....Friday, 10 November
- ☐ Meeting Room Request.....Friday, 8 November
- ☐ Exhibitor Hospitality Form.....Friday, 8 November
- ☐ Exhibitor News Form.....Friday, 8 November
- ☐ Exhibitor Appointed Contractor (EAC) Notification Form.....Friday, 8 November
- ☐ Exhibitor Appointed Contractor (EAC) Insurance Form.....Friday, 8 November
- ☐ Extended Hours Work Request Form.....Friday, 8 November
- ☐ Exhibitor Liability Insurance Certificates Due (by email) .....Friday, 8 November
- ☐ CEIR – Silent Auction Submission Form.....Friday, 22 November

### HOTEL RESERVATION DEADLINES

- ☐ Hotel Cut Off Dates ([Official Housing Partner EventSphere Link](#))
  - JW Marriott Hotel Los Angeles at L.A. LIVE (headquarter hotel).....Friday, 22 November
  - Courtyard Los Angeles L.A. LIVE .....Friday, 22 November
  - AC Hotel Downtown Los Angeles.....Thursday, 28 November
  - Residence Inn Los Angeles L.A. Live.....Friday, 22 November
  - Moxy Downtown Los Angeles.....Thursday, 28 November

### SERVICE CONTRACTORS DEADLINES

- ☐ In-Booth Video Recording – CNTV – [Order Here](#).....Friday, 10 November
- ☐ Exhibit Furnishings – GES – [Order Here](#).....Friday, 22 November
- ☐ Flooring – GES – [Order Here](#).....Friday, 22 November
- ☐ AV – Grit Productions and Expositions – [Order Here](#).....Friday, 22 November
- ☐ Electrical, Plumbing, Air, Water – GES – [Order Here](#).....Friday, 22 November
- ☐ Internet, and Telecom – Smart City – [Order Here](#).....Tuesday, 19 November
- ☐ Photography – Oscar & Associates – [Order Here](#).....Tuesday, 26 November
- ☐ Catering – Taste Los Angeles – [Order Here](#).....Tuesday, 14 November
- ☐ Plants and/or Floral – Convention Plant Creations – [Order Here](#).....Monday, 2 December
- ☐ Purchase Exhibitor General Liability Insurance – Risk Strategies – [Order Here](#).....Friday, 13 December
- ☐ Lead Retrieval – eShow – [Order Here](#) – .....Friday, 22 November

### BOOTH STAFF REGISTRATION

- ☐ Beginning Sunday, 15 December, only booth staff personal and full meeting exhibiting suppliers will be provided access to the show floor. Save time on Site! Be sure to have all your booth staff registered before Expo! Expo! starts. Contact Beverly Elliott, CEM, [belliott@iae.com](mailto:belliott@iae.com) for more information.

### SHIPPING DEADLINES (Official Shipping Logistics – EAX Worldwide [Order Here](#))

- ☐ Advanced to Warehouse (first day to begin arriving).....Thursday, 07 November
- ☐ Discount Deadline Date for Orders Received with Payment.....Friday, 22 November
- ☐ Last day for Advance Shipments to arrive at Warehouse without surcharges.....Friday, 06 December