

## Critical Dates Checklist for ACC Halls A-E, Arena

ASAP

Information  
Requested by:

	<a href="#">Read Exhibitor Service Kit (ESK) in its entirety</a>	GES
	<a href="#">Review Marketing and Promotional Opportunities</a>	Informa
	<a href="#">Make Hotel Reservations through Official Vendor</a>	OnPeak
	<a href="#">Secure Meeting Room Space</a>	Informa
	<a href="#">Make Airline/Rental Car Reservations</a>	Exhibitor
	<a href="#">Log In to Update Show Directory Company Listing -click on Edit Booth Info</a>	Informa
	<a href="#">Upload your COI or Order Insurance for your booth</a>	Exhibitor

	<a href="#">Register Booth Personnel for Badges</a>	Informa
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**January**

1/1/2025	Pricing increases for additional exhibitor badges ordered over allotment- contact Client Service with questions	CDS
1/10/25	<a href="#">Submit Mandatory Booth Approval</a>	Informa
TBD	Print deadline for Show Directory --includes <a href="#">company name and booth number, artwork, etc. Log In to update and click on edit booth info.</a>	Informa

**February**

2/06/2025	<a href="#">First day for Advance Freight shipments at the warehouse</a>	GES
2/11/25	<a href="#">Order rental refrigeration</a>	Lowe
2/11/2025	<a href="#">Order lead retrieval: early bird deadline</a>	CDS
2/11/2025	<a href="#">Submit Exhibitor Appointed Contractor (EAC) form</a>	GES
2/11/2025	<a href="#">Order security for booth</a>	United Security

2/11/2025	<a href="#">Submit Fire Permit to Fire Department (required)</a>	Fire Marshal
2/11/2025	<a href="#">Discount deadline to order Booth Furnishings: Carpet, Furniture &amp; Accessories, Graphics</a>	GES
2/11/2025	<a href="#">Order electrical service</a>	GES
2/11/2025	<a href="#">Secure onsite storage (dry, frozen, refrigerated)</a>	GES
2/11/2025	<a href="#">Order Any Food Preparation, Catering for Booth</a>	Aramark
2/11/2025	<a href="#">Order Internet</a>	SmartCity
2/11/2025	<a href="#">Order Plant &amp; Floral</a>	National Plant & Floral
2/11/2025	<a href="#">Order Telephone and Cable TV</a>	SmartCity

2/11/2025	<a href="#">Order AV / Computer Equipment</a>	Metro Multimedia
2/27/2025	<a href="#">Last day for Advance Freight shipments at the warehouse</a>	GES

**March**

TBD	<a href="#">Confirm date and time of onsite booth space selection for 2026</a>	Informa
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**Onsite**

Onsite	<u>Crates for booths targeted must be empty and labeled for removal.</u>	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	

Information Classification: General

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