

Critical Dates Checklist for ACC Halls A-E, Arena

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
	Exhibitor Console: https://exhibitor.expowest.com/ew25/Public/e_login.aspx	Informa
	Upload your COI or Order Insurance for your booth	Exhibitor
	Register Booth Personnel for Badges https://exhibitor.expowest.com/ew25/Public/e_login.aspx	Informa
January		
TBD	Print deadline for Show Directory --includes company name and booth number, artwork, etc. Log In to update and click on edit booth info. https://exhibitor.expowest.com/ew25/Public/e_login.aspx	Informa
1/1/2025	Pricing increases for additional exhibitor badges ordered over allotment- contact Client Services with any Questions	CDS
1/10/25	Submit Mandatory Booth Approval	Informa
February		
2/06/2025	First day for Advance Freight shipments at the warehouse	GES
2/11/2025	Order rental refrigeration	Lowe

2/11/2025	Order lead retrieval: early bird deadline	CDS
2/11/2025	Submit Exhibitor Appointed Contractor (EAC) form	GES
2/11/2025	Order security for booth	United Security
2/11/2025	Submit Fire Permit to Fire Department (required)	Fire Marshal
2/11/2025	Discount deadline to order Booth Furnishings: Carpet, Furniture & Accessories, Graphics	GES

2/11/2025	Order electrical service	GES
2/11/2025	Secure onsite storage (dry, frozen, refrigerated)	GES
2/11/2025	Order Any Food Preparation, Catering for Booth	Aramark
2/11/2025	Order Internet	SmartCity
2/11/2025	Order Plant & Floral	National Plant & Floral
2/11/2025	Order Telephone and Cable TV	SmartCity

2/11/2025	Order AV / Computer Equipment	Metro Mul media
-----------	---	-----------------

March

3/7/2025	Last day for Advance Freight shipments at the warehouse	GES
TBD	Confirm date and time of onsite booth space selection for 2026! https://exhibitor.expowest.com/ew25/Public/e_login.aspx	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	