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DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
March 18	Advance shipments may begin arriving at warehouse M-F 8am-3pm	4	GES
April 1	Certificate of Insurance due if using an Exhibitor Appointed Contractor	5	GES <u>AND</u> sam.shen@ubm.com
April 10	Deadline for Floral Orders	7	Organized Events Plant and Floral
See Target Floorplan	Direct Shipments can start arriving	4	GES
April 12	Discount deadline – Computer/Audio Visual Equipment	7	Event Technology Services (ETS)
March 29	Discount Deadline – GES orders received with payment	6	GES
April 5	Discount Deadline – Individual Booth Security	7	Maloney Security, Inc.
April 4	Discount Deadline – Telephone Service Order Form	7	San Jose Convention & Cultural Facilities – Technical Services
April 12	Discount Deadline to avoid late order fee –Internet Service	7	Streamline Communications
April 19	First Day Shipments can begin arriving at Show Site	4	GES
March 14	First Discount Deadline – Lead Retrieval	7	ITN International
March 29	Hotel Cut-off Date	8	Each individual hotel
April 16	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm (freight should arrive March 18-April 16, 8am-3pm)	4	GES
Ongoing	Look over sponsorship opportunities	9	Your Account Manager
Ongoing	Purchase an ad in the Official Event Pocket Guide	9	Your Account Manager



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April 11	Second Discount Deadline – Lead Retrieval	7	ITN International
Ongoing	Submit ad materials for Official Event Pocket Guide if you have purchased an ad	9	Your Account Manager
February 15	Submit Hanging Sign Request Form	3	sam.shen@ubm.com & GES
April 1	Submit Notice of Intent to Use Exhibitor Appointed Contractor Form	5	GES <u>AND</u> sam.shen@ubm.com
Upon Signing	Submit Official Event Guide & Online Exhibitor Listings	9	Online via the Exhibitor Portal
February 15	Submit Peninsula Booth design for approval	3	sam.shen@ubm.com
March 8	Submit Sellers Permit, if selling at event	3	sam.shen@ubm.com
February 15	Two-Story Booth/Exceed Height Restriction Requests	3	sam.shen@ubm.com

***For Marketing & PR deadlines please refer to the Marketing Toolkit in Section 9**



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April 4	Discount Deadline – Telephone Service Order Form	7	San Jose Convention & Cultural Facilities – Technical Services
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