



Exhibitor Dates to Remember

January 13

- ☐ All materials due for program book ads
- ☐ Company Descriptions due for inclusion in the program book

February 10

- ☐ Notice of Intent to Use Exhibitor Designated Contractor Forms
- ☐ Insurance certificates from Exhibitor Designated Contractors due

February 13- March 14

- ☐ Advance shipments will be accepted at the GES Warehouse, additional charges incurred after March 14
Shipments arriving before Monday, February 13, 2017 will incur a storage fee, and shipments arriving after Tuesday, March 14, 2017 will incur a Late to Warehouse Fee

February 21

- ☐ Deadline to submit Booth Registration forms

February 27

- ☐ Early Bird deadline to receive advance discount for GES Furnishings

March 9

- ☐ Early Bird deadline to receive a discount on Internet, Telecom and Telephone

March 22

- ☐ Direct shipments will be accepted at the convention center, any shipments arriving before this date will be refused by the facility
- ☐ Exhibitor Move-in (8:00 a.m. - 4:30 p.m.)

March 24

- ☐ Exhibitor Move-out (5 p.m. – 7 p.m.)

SHOW TIME

**Thursday, March 23 – Friday, March 24
9 a.m. – 5 p.m.**

GES ServiCenter onsite hours

Wednesday, March 22
8:30 a.m. – 4:30 p.m.

Thursday, March 23
8:30 a.m. – 5 p.m.

Friday, March 24
8:30 a.m. – 7 p.m.