



Show Information

DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP/varies	Review sponsorship opportunities	Show Information	Your Account Executive
Ongoing	Submit your company and product information for the event website	Show Information	https://armtechcon.tech.ubm.com/2016/exhibitorreg
September 15	EARLY - Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
September 20	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
September 30	Automobile Request Form	Shipping, Drayage & Material Handling	joey.cruz@ubm.com
September 30	Booth Height Variance Request Form	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Submit Hanging Sign Request Form	Labor, Equipment & Storage	joey.cruz@ubm.com & GES
September 30	Submit Peninsula Booth design for approval	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Submit Sellers Permit if selling at event	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Hotel Cut-off Date- Hyatt Regency Santa Clara	Show Information	Hyatt Regency Santa Clara
September 30	Submit Exhibitor Appointed Contractor Forms & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors (EAC's) & Third Parties	joey.cruz@ubm.com & HTTPS://WWW.CERTFOCUS.COM/EXPR ESSO
October 3	Discount deadline-GES orders received with payment	Show Information	GES
October 7	Discount deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)

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October 11	Discount deadline-Telecom & Internet Service Order Form	Additional Show Services	SmartCity
October 11	Discount deadline - Individual Booth Security	Additional Show Services	Maloney Security, Inc.
October 13	Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
October 19	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm	Shipping, Drayage & Material Handling	GES
October 25	Exhibitor pre-registration closes at 5pm PST	Show Information	https://armtechcon.tech.ubm.com/2016/exhibitorreg
October 24	Direct Shipments can start arriving 1-5pm	Shipping, Drayage & Material Handling	GES