



## DEADLINES

Vendor contact information is listed in this manual

DATE	ACTION ITEM	VENDOR
ASAP	Book your hotel now to secure discounted rates	<a href="#">Hotel and Travel Page</a>
ASAP	Submit Exhibitor Listing	<a href="#">Exhibitor Center</a>
<b>Monday December 18</b>	Lead Retrieval Pre-Show Rate Expires	ITN
<b>Thursday December 21</b>	Lead Retrieval Early Rate Expires	ITN
<b>Tuesday January 2</b>	Advance shipments may begin arriving at warehouse	GES
<b>Monday January 8</b>	Discount rate expires	GES
<b>Tuesday January 9</b>	Deadline to submit EAC Form and Insurance Certificate, Sellers Permit and Hanging Sign Request Forms	UBM
<b>Thursday January 11</b>	Catering Request Form due	UBM
<b>Friday January 12</b>	A/V advance order rate deadline	ETS
<b>Wednesday January 24</b>	Last day advance warehouse shipments to be accepted	GES