

arm TechCon

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	Exhibitor Portal Link – COMING SOON!
September 14	EARLY - Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
September 19	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
September 29	Automobile Request Form	Shipping, Drayage & Material Handling	colleen.kraskiewicz@ubm.com
September 29	Booth Height Variance Request Form	Regulations & Guidelines	colleen.kraskiewicz@ubm.com
September 29	Submit Hanging Sign Request Form	Labor, Equipment & Storage	colleen.kraskiewicz@ubm.com & GES
September 29	Submit Peninsula Booth design for approval	Regulations & Guidelines	colleen.kraskiewicz@ubm.com
September 29	Submit Sellers Permit if selling at event	Regulations & Guidelines	colleen.kraskiewicz@ubm.com
September 29	Hotel Cut-off Date- Hyatt Regency Santa Clara	Show Information	Hyatt Regency Santa Clara
September 29	Submit Exhibitor Appointed Contractor Forms & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors (EAC's) & Third Parties	colleen.kraskiewicz@ubm.com & HTTPS://WWW.CERTFOCUS.COM/EXPR <u>ESSO</u>
October 2	Discount deadline-GES orders received with payment	Show Information	GES
October 8	Discount deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)
October 10	Discount deadline-Telecom & Internet Service Order Form	Additional Show Services	SmartCity

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October 12	Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
October 18	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm	Shipping, Drayage & Material Handling	GES
October 24	Exhibitor pre-registration closes at 5pm PST	Show Information	Exhibitor Portal Link – COMING SOON!
October 23	Direct Shipments can start arriving 1-5pm	Shipping, Drayage & Material Handling	GES