

# FALL TOY PREVIEW 2014 CHECKLIST: SERVICES & ORDERS

To facilitate your orders efficiently and ensure the most discounted rates, where applicable, be sure to respond or act by the dates listed below.

FORM OR INFORMATION	SUBMIT TO	DUE BY	RECORD DATE FORM/ORDER WAS SUBMITTED
<b>EXHIBIT DESIGN APPROVAL</b>			
Exhibit Design Approval Request Form	Show Management (TIA)	9/5/14	
<b>EXHIBITOR APPOINTED CONTRACTOR DOCUMENTATION</b>			
Exhibitor Appointed Contractor Forms: L-3, L-4 and DMC Agreement	Show Management (TIA)	9/3/14	
EAC Certificate of Insurance			
<b>FREIGHT RECEIVING (NOT APPLICABLE TO YEAR-ROUND DMC TENANTS)</b>			
Advance to Warehouse	GES	9/1/14 – 10/1/14	
Direct to Show Site for Assigned 9 <sup>th</sup> and 12 <sup>th</sup> Floor Exhibitors Only	GES	10/2/14*	
Direct to Show Site for Assigned 12 <sup>th</sup> and 13 <sup>th</sup> Floor Exhibitors Only	GES	10/3/14*	
Last Day for Receipt of Freight Direct to Show Site	GES	10/6/14 (5:00PM)	
<b>* See color-coded Direct Shipment Floor Plans in this kit for assigned freight acceptance hours and driver check-in times.</b> <b>If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.</b>			
<b>INTERNATIONAL FREIGHT</b>			
Arrival by Sea at Galveston Port	Kuehne + Nagel, Inc.	9/22/14**	
Arrival by Air at Dallas/Fort Worth International Airport	Kuehne + Nagel, Inc.	9/25/14**	
<b>**Documents must be faxed to Kuehne &amp; Nagel 7 days prior to arrival at either destination</b>			
<b>GES SHOW SERVICES FORMS AND ADVANCE PRICING DEADLINES</b>			
Booth Package Rental Order Form	GES	9/12/14 for all GES Forms & GES Show Service Orders	
Booth Layout Form			
Standard Exhibit System Order Form			
Furniture & Accessories Order Form			
Carpet Order Form			
Graphics & Signage Order Form			
Installation/Dismantling Labor Order Form			
Electrical Rental & Labor Order Forms			
Cleaning Order Form			
Payment & Credit Card Charge Authorization			
3 <sup>rd</sup> Party Billing Request			
Material Handling Order Form			
Pre-Printed Outbound Material Handling Request			
<b>OTHER SHOW SERVICES</b>			
Shelf Order Form for Existing/Permanent Show Rooms	Dallas Market Center	9/12/14	
Telecommunications Service Order Form	Cypress Communications	9/29/14	
Internet Service Order Form	Cypress Communications	9/29/14	
Catering Service Order Form	Levy Restaurants	2 weeks in advance	
Audio-Video/Computer Equipment Rental	Habitat A/V	9/30/14	
Protective Services/Private Guard	Dallas Market Center	9/26/14	
Florist	Dallas Market Center	No Deadline	
Photographer	Kristina Bowman	No Deadline	
Travel Planners Services	Travel Planners	No Deadline, but book early for best options	