

The following **DEADLINES** represent important reminder dates or the last day that orders must be received with payment, to be eligible for discounted rates for various vendors indicated below.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Tuesday, October 4	Group Housing Reservations Deadline	_____
Wednesday, October 5	1 st Discount Deadline for Experient Lead Retrieval	_____
Thursday, October 20	2 nd Discount Deadline for Experient Lead Retrieval	_____
Friday, October 28	Advance Freight may begin arriving at GES Warehouse	_____
Sunday, October 30	Catering deadline for advance pricing	_____
Monday, October 31	ICW Meeting Room Requests Due to AES	_____
Tuesday, November 1	Passport to Prizes Form to Corcoran Expositions	_____
Tuesday, November 1	Door Drop Orders due to AES	_____
Tuesday, November 1	Notice of Intent to use Exhibitor-Appointed Contractor to GES	_____
Tuesday, November 1	Agreement & Rules/Regs between GES & EAC to GES	_____
Friday, November 4	Last day to upload complimentary PDF to Virtual Totebag (mobile app)	_____
Monday, November 7	Individual Housing Reservations Deadline through Experient	_____
Wednesday, November 9	Floral Order Form to Convention Foliage Unlimited	_____
Thursday, November 10	Door Drop Approval to AES	_____
Thursday, November 10	Pre-Printed Outbound Material Handling Request to GES	_____
Thursday, November 10	Freight Service Questionnaire to GES	_____
Thursday, November 10	Cartload Service Order Form to GES	_____
Thursday, November 10	Vehicle Placement Order Form to GES	_____
Thursday, November 10	Carpet and Carpet Package Order Forms to GES	_____
Thursday, November 10	Furniture & Accessories Order Form to GES	_____
Thursday, November 10	Furniture Package Order Form to GES	_____
Thursday, November 10	Specialty Furniture Order Form to GES	_____
Thursday, November 10	Convenience Package Order Form to GES	_____
Thursday, November 10	Exhibit Systems Order Form to GES	_____
Thursday, November 10	Graphics and Signage Order Form to GES	_____

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Thursday, November 10	Installation & Dismantling Order Form to GES	_____
Thursday, November 10	Forklift Order Form to GES	_____
Thursday, November 10	Hanging Sign / Truss Labor Order Form to GES	_____
Thursday, November 10	Payment and Credit Card Charge Authorization to GES	_____
Thursday, November 10	Third Party Billing Request to GES	_____
Thursday, November 10	International Third Party Billing Request to GES	_____
Thursday, November 10	Booth Layout / Hanging Signs Form to GES	_____
Friday, November 11	Giveaway Approval Form to Corcoran Expositions	_____
Thursday, November 17	Cleaning Order Form to George R. Brown Conv. Center	_____
Thursday, November 17	Network and Telephone Order Form to SmartCity	_____
Thursday, November 17	Electric Order Form to SmartCity	_____
Friday, November 18	Photography order form to Lagniappe Studio	_____
Tuesday, November 22	AV Orders to PSAV (www.psav.boomerecommerce.com)	_____
Wednesday, November 23	Door Drop Materials to AES	_____
Monday, November 28	Last Day for Advance Freight to GES Warehouse (Warehouse will be closed Nov 24 & 25 for Thanksgiving)	_____
Thursday, December 1	Direct Shipments may begin arriving at Convention Center	_____