



Fall 2014 Convention & EXPO
Gaylord Texan Resort & Convention Center
Dallas, TX
EXPO: October 5 - 7, 2014

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

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Tue, September 2	First Day for Shipments to arrive at GES Advance Warehouse	_____
Thurs, September 4	Notice of Intent to Use Exhibitor-Appointed Contractor and Exhibitor-Appointed Contractor Proof of Insurance	_____
Fri, September 12	Pre-Printed Outbound Material Handling Request Form	_____
Mon, September 15	Booth Cleaning Order Form	_____
Mon, September 15	GES Transportation Plus and Material Handling Form	_____
Mon, September 15	GES Rental Order Forms (Carpeting, Furniture, Convenience Package, Specialty Furniture)	_____
Mon, September 15	Installation and Dismantling Order Form	_____
Mon, September 15	Key Information/Supervised Labor Checklist Form	_____
Mon, September 15	Payment and Credit Card Authorization Form	_____
Mon, September 15	Third Party Billing Request	_____
Mon, September 15	Graphics and Signage Order Form	_____
Mon, September 15	In-Booth Forklift and Labor Order Form	_____
Mon, September 22	Telecommunications / Internet Service Order Form	_____
Mon, September 22	Electrical Service Order Form	_____
Wed, October 1	Last Day for shipments to arrive at GES Advance Warehouse	_____
Thurs, October 2	Exhibitor Booth Personnel Registration Deadline	_____
Sat, October 4	First Day for Direct Shipments to Exhibit Site (Hotel)	_____
No deadline date	Computer Rental Order Form	_____