



# DEADLINE CHECKLIST

## 3 MONTHS BEFORE THE SHOW / APRIL 2018

- ☐ Be sure you have read the Exhibitor Service Manual
- ☐ Register Exhibitor Badges
- ☐ Turn in EAC Authorization Form and Fees before deadline
- ☐ Complete Program & Directory Listing
- ☐ Reserve Program & Directory Ad Space
- ☐ Submit necessary GES forms prior to deadlines
- ☐ Make hotel reservations
- ☐ Make airline/transportation reservations

## 2 MONTHS BEFORE THE SHOW / MAY 2018

- ☐ Register Exhibitor Badges
- ☐ Review Material Handling Regulations
- ☐ Complete Program & Directory Listing
- ☐ Reserve Program and Directory Ad Space
- ☐ Submit necessary GES forms prior to deadlines
- ☐ Make airline/transportation reservations

## 1 MONTH BEFORE THE SHOW / JUNE 2018

- ☐ Finalize booth personnel and register exhibitor badges online
- ☐ Make hotel reservations:
  - o **Deadline June 10, 2018** Hilton Palacio del Rio
  - o **Deadline June 19, 2018** Grand Hyatt San Antonio (Headquarter Hotel)
  - o **Deadline June 20, 2018** Hyatt Regency San Antonio Riverwalk
- ☐ June 1 – Show Special Deadline. Show Specials turned in after June 8 will not be printed in the Program & Directory but will be included on a Show Special addendum insert.
- ☐ June 1 – Upgraded Directory Listing Deadline
- ☐ June 8 – Program & Directory Advertising Contract and Payment Info. Deadline
- ☐ June 8 – Program & Directory Advertising Artwork Deadline
- ☐ June 12 – EAC Form Deadline
- ☐ June 22 – GES Order Forms Deadline Date (Best Pricing)

## MONTH OF THE SHOW / JULY 2018

- ☐ July 11 – If you plan to pre-register booth staff, online registration must be completed by 5:00 p.m. CST