



DEADLINE CHECKLIST

3 MONTHS BEFORE THE SHOW / APRIL 2017

- 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 2017

- 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 hotel reservations – **Deadline May 30, 2017** for Omni Dallas Hotel (Headquarter Hotel)
- Make airline/transportation reservations

1 MONTH BEFORE THE SHOW / JUNE 2017

- Finalize booth personnel and register exhibitor badges online
- June 5 – EAC Form Deadline
- Make hotel reservations – **Deadline June 7, 2017** for Westin and Hilton Garden Inn
- June 5 – Show Special Deadline. Show Specials turned in after June 5 will not be printed in the Program & Directory but will be included on a Show Special addendum insert.
- June 5 – Upgraded Directory Listing Deadline
- June 5 – Program & Directory Advertising Contract and Payment Info. Deadline
- June 5 – Program & Directory Advertising Artwork Deadline
- June 16 – EAC Fee Deadline
- June 16 – GES Order Forms Deadline Date

MONTH OF THE SHOW / JULY 2017

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