

CONVENTION CENTER		
Ordered?	Form	Deadline Date
	<b>MANDATORY:</b> Utilities: Electrical and Plumbing	September 28
	<b>MANDATORY:</b> Utilities: Electrical and Plumbing Layout	September 28
	<b>MANDATORY:</b> Exhibitor Signage and Rigging Inspection Form	September 28
	Parking Permit Request	
GES SERVICES		
<i>Order by October 5 to receive best pricing. Last day for orders is October 19</i>		
Ordered?	Form	Deadline Date
	<b>MANDATORY:</b> Payment & Credit Card Charge Authorization	October 5
	<b>MANDATORY:</b> 3rd Party Billing Request	October 5
	<b>MANDATORY:</b> Submit Labor Requirements	October 5
	<b>MANDATORY:</b> Freight Service Questionnaire	October 5
	<b>MANDATORY:</b> Shipping: Material Handling Labels	October 5
	Booth Display: Booth Layout	October 5
	Booth Display: Carpet	October 5
	Booth Display: Exhibit Standard System Order Form	October 5
	Booth Display: Furniture & Accessories	October 5
	Booth Display: Graphics & Signage	October 5
	Booth Display: Truss Lighting Package Order Form	October 5
	Booth Display: Truss Order Form	October 5
	Booth Display: Vehicle Placement Order Form	October 5
	EAC: Notice of Intent to use an EAC	October 5
	Labor: Cartload Service	October 5
	Labor: Cleaning	October 5
	Labor: Hanging Sign	October 5
	Labor: In-Booth Fork Lift	October 5
	Labor: Installation & Dismantling	October 5
	Labor: Stagehand	October 5
	Labor: Skid Accessible Storage	October 5
	Shipping: Pre-Printed Outbound Material Handling	October 5
	Shipping: Transportation Plus Material Handling	October 5
ISSA Services		
	ISSA Innovation Award Program Entry	June 15
	Complimentary Badge Registration	September 14
	Exhibit Directory Listing Proof	August 1
	Convention Center Meeting Room Request	October 1
	ISSA Meeting Hub Request	October 1
	2019 Booth Drawing Application Due	August 10
	2019 Booth Drawing Schedule Available	August 17
	2018 Booth Approval	September 28
	2019 Booth Drawing Begins	August 22
	EAC Work Authorization Form	September 7
	Hotel Reservation Deadline	August 10

TRADE SHOW PARTNERS SERVICES		
Ordered?	Form	Deadline Date
	Internet/Telephone (Smart City)	October 11
	Lead Retrieval (Experient)	TBD
	Catering (Centerplate)	October 8
	Floral/Plants (Floral Exhibits, Ltd.)	October 9
	Product Donation (Ronald McDonald House of Dallas)	October 12
	Temporary Personnel/Hostess (Judy Venn)	October 19
	Audio/Visual (On Services)	October 5
	Booth Security (SOA)	September 25
	Photography (Oscar & Associates)	October 19
INTERNATIONAL EXHIBITOR SERVICES		
Ordered?	Form	Deadline Date
	International Booth Package (GES)	October 5
	Ocean Freight (Rogers Worldwide)	October 15
	Air Freight (Rogers Worldwide)	October 22