



## 2019 SPRING REUNION

### IMPORTANT DATES AND TIMES

December 7 <sup>th</sup> , 2018	Exhibitor Resource Center goes live <b>Exhibitor Resource Center contains all things needed for Reunion processes.</b>
December 7 <sup>th</sup> , 2018	GES Exhibitor Services Manual available on the Exhibitor Resource Center
December 7 <sup>th</sup> , 2018	Deadline to assign names & credit cards to hotel block reservations (unassigned rooms will be dropped after this date)
January 18 <sup>th</sup> , 2019	Deadline for payment of booth space on the Exhibitor Resource Center. <b>(10% late fee of the total booth cost will be applied after this date)</b>
January 18 <sup>th</sup> -February 13 <sup>th</sup> , 2019	Advance Freight to arrive at off-site warehouse.
January 22 <sup>nd</sup> , 2019	Deadline for ordering electrical & plumbing
January 31 <sup>st</sup> , 2019	Deadline to reserve hotel rooms under True Value's guaranteed lowest rates
February 1 <sup>st</sup> , 2019	Deadline for ordering carpet, furniture & labor from GES. <b>Please note that completing the invoice process and submitting payment to True Value for a package plan <u>does not automatically</u> generate orders for the GES services covered under that package plan. All exhibitors <b>must</b> complete their relevant package plan order form in the exhibitor kit by the advance order deadline in order to receive the carpet, furniture, electrical and labor they are eligible for under their package plan at no charge. Exhibitors that have not completed the invoice process, had their complete booth payment processed and submitted their relevant package plan order forms prior to the advance order deadline will be charged at applicable kit rates.</b>
February 18 <sup>th</sup> , 2019	Deadline for badge registration (on-site registration is \$20/badge)
February 20 <sup>th</sup> -21 <sup>st</sup> , 2019	Direct to Show site deliveries accepted.
February 20 <sup>th</sup> -21 <sup>st</sup> , 2019	Exhibit Floor set-up for Exhibitors and Exhibitor Appointed Contractors (EAC) Hours: 8:00 AM to 5:00 PM.  The GES Exhibitor Service Desk opens daily at 7:30 AM. If you are utilizing GES Labor Services, please be sure to arrive at the GES Labor Desk fifteen minutes prior to the designated time. Labor is not automatically dispatched to booths. All exhibitors must confirm and check their labor in and out with GES. Please see the Exhibitor Service Manual for more information.  Exhibit construction must be completed by 12:00 PM, Thursday, February 21 <sup>st</sup> , 2019
February 22 <sup>nd</sup> – 24 <sup>th</sup> , 2019 (Friday through Sunday)	<p><b>Friday, February 22<sup>nd</sup>, 2019</b> Floor and Exhibitor Required Hours: 7:00 AM to 4:00 PM</p> <p><b>Saturday, February 23<sup>rd</sup>, 2019</b> Members Hours: 7:00 AM to 7:00 PM Floor and Exhibitor Required Hours: 8:00 AM to 5:00 PM</p> <p><b>Sunday, February 24<sup>th</sup>, 2019</b> Members Hours: 7:00 AM to 4:00 PM Floor and Exhibitor Required Hours: 8:00 AM to 4:00 PM</p> <p>Exhibitor and EACs are welcome to be on the floor one hour before open: Friday - Sunday</p>
February 22 <sup>nd</sup> , 2019	Welcome Reception (Customers, Associates and Exhibitors)
February 24 <sup>th</sup> - 25 <sup>th</sup> , 2019	Dismantling for Exhibitors and Exhibitor Appointed Contractors: Sunday: 4:00 PM to 10:00 PM Monday: 8:00 AM to 12:00 PM

**DATES ARE SUBJECT TO CHANGE**