

### Checklist: Services and Orders

To facilitate your orders efficiently and ensure the most discounted rates, where applicable, be sure to respond or act by the dates listed below.

| FORM OR INFORMATION   | SUBMIT TO                   | DUE BY  | RECORD DATE FORM/ORDER WAS SUBMITTED |
|---|-----------------------------|---|--------------------------------------|
| <b>EXHIBIT DESIGN APPROVAL</b>  |                             |   |                                      |
| Exhibit Design Approval Request Form  | Show Management             | 8/30/19   |                                      |
| <b>EXHIBITOR APPOINTED CONTRACTOR DOCUMENTATION</b>   |                             |   |                                      |
| Exhibitor Appointed Contractor Forms: L-3, L-4 and DMC Agreement  | GES                         | 8/28/19   |                                      |
| EAC Certificate of Insurance  |                             |   |                                      |
| <b>FREIGHT RECEIVING (NOT APPLICABLE TO YEAR-ROUND DMC TENANTS)</b>   |                             |   |                                      |
| Advance to Warehouse  | GES                         | 8/26/19 – 9/24/19   |                                      |
| Direct to Show Site for Assigned 12 <sup>th</sup> Floor Exhibitors Only   | GES                         | 9/27/19   |                                      |
| Direct to Show Site for Assigned 12 <sup>th</sup> and 13 <sup>th</sup> Floor Exhibitors Only  | GES                         | 9/28/19   |                                      |
| Last Day for Receipt of Freight Direct to Show Site   | GES                         | 10/1/19 (5:00 p.m.)   |                                      |
| <p><b>* Permanent DMC Tenants should follow the usual DMC procedures for shipments. The advance and direct freight acceptance information above does not apply to permanent DMC tenants' freight.</b></p> <p><b>If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.</b></p> |                             |   |                                      |
| <b>INTERNATIONAL FREIGHT</b>  |                             |   |                                      |
| Arrival by Sea at Galveston Port  | Kuehne + Nagel, Inc.        | Advance: 9/5/19**<br>Direct: 9/16/19**                            |                                      |
| Arrival by Air at Dallas/Fort Worth International Airport   | Kuehne + Nagel, Inc.        | Advance: 9/5/19**<br>Direct: 9/20/19**                            |                                      |
| <b>**Documents must be faxed to Kuehne &amp; Nagel 7 days prior to arrival at either destination</b>  |                             |   |                                      |
| <b>GES SHOW SERVICES FORMS AND ADVANCE PRICING DEADLINES</b>  |                             |   |                                      |
| Booth Package Rental Order Form   | GES                         | 9/6/19<br>for all<br>GES Forms<br>&<br>GES Show Service<br>Orders |                                      |
| Booth Layout Form   |                             |   |                                      |
| Standard Exhibit System Order Form  |                             |   |                                      |
| Furniture & Accessories Order Form  |                             |   |                                      |
| Carpet Order Form   |                             |   |                                      |
| Graphics & Signage Order Form   |                             |   |                                      |
| Installation/Dismantling Labor Order Form   |                             |   |                                      |
| Electrical Rental & Labor Order Forms   |                             |   |                                      |
| Cleaning Order Form   |                             |   |                                      |
| Payment & Credit Card Charge Authorization  |                             |   |                                      |
| 3 <sup>rd</sup> Party Billing Request   |                             |   |                                      |
| Material Handling Order Form  |                             |   |                                      |
| Pre-Printed Outbound Material Handling Request  |                             |   |                                      |
| <b>OTHER SHOW SERVICES</b>  |                             |   |                                      |
| Shelf Order Form for Existing/Permanent Show Rooms  | Dallas Market Center        | 9/6/19  |                                      |
| Telecommunications Service Order Form   | GDT Advanced Solutions, LLC | No Deadline, but order early for best prices                      |                                      |
| Internet Service Order Form   |                             |   |                                      |
| Catering Service Order Form   | Levy Restaurants            | 2 weeks in advance  |                                      |
| Audio-Video/Computer Equipment Rental   | MDAN Audio Visual           | 9/20/19   |                                      |
| Protective Services/Private Guard   | Dallas Market Center        | 9/27/19   |                                      |
| Florist   | Dallas Market Center        | 9/6/19  |                                      |
| Photographer  | Kristina Bowman             | No Deadline   |                                      |
| Housing Services  | onPeak                      | No Deadline, but book early for best options                      |                                      |