

## 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	8/27/21	
<b>EXHIBITOR APPOINTED CONTRACTOR DOCUMENTATION</b>			
Notice of Intent to Hire an EAC, Agreement and Rules & Regulations Between GES and EAC, and DMC Agreement	GES	9/3/21	
EAC Certificate of Insurance through CertFocus			
<b>FREIGHT RECEIVING (NOT APPLICABLE TO YEAR-ROUND DMC TENANTS)</b>			
Advance to Warehouse	GES	8/30/21 – 9/29/21	
Direct to Show Site for Assigned 11 <sup>th</sup> and 12 <sup>th</sup> Floor Exhibitors		10/1/21	
Last Day for Receipt of Freight Direct to Show Site		10/4/21 (5:00 p.m.)	
<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>			
<b>INTERNATIONAL FREIGHT</b>			
Arrival by Sea at Dallas Consolidation Point (LCL)	Phoenix International Business Logistics	9/12/21	
Arrival by Sea at Port of Houston (FCL)		9/23/21	
Arrival by Air at Dallas/Fort Worth International Airport		9/23/21	
<b>** Proper documentation must be provided prior to arrival at destination. Consult with PIBL for further guidance.</b>			
<b>GES SHOW SERVICES FORMS AND ADVANCE PRICING DEADLINES</b>			
Booth Package Rental Order Form	GES	9/10/21 for all GES Forms & GES Show Service 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	9/3/21	
Telecommunications Service Order Form	RealCom Solutions	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	9/24/21	
Protective Services/Private Guard	Dallas Market Center	9/24/21	
Florist	Dallas Market Center	9/3/21	
Photographer	Kristina Bowman	No Deadline	
Housing Services	onPeak	No Deadline, but book early for best options	