



Please use this Checklist as tool to manage your timeline with specific tasks and deadlines for a successful show and save \$

DEADLINE	SERVICE	RETURN TO	✓
ASAP	35% Deposit Due with Request for Exhibit Application	Complete online Request for Exhibit Space link	
ASAP	Review Confirmation E-mail and Online GES Espresso Exhibitor Kit	Access your Online GES Espresso Kit HERE	
ASAP	Hotel & Travel Reservations	BOOK HERE	
ASAP	Order Mannequins Steamers Showcases	info@americanshowroomconcepts.com mdavishabitat@yahoo.com	
Ongoing	Wi-Fi is included. Questions with respect to upgrades and privacy, please contact DMC IT	tenanthd@dallasmarketcenter.com	
Ongoing	Advertising/Sponsorship Opportunities	jmajecki@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	hsmith@dallasmarketcenter.com	
November 25 th	Final Payment Due	cwiebusch@dallasmarketcenter.com	
December 6 th	EAC Forms/Proof of Insurance Due	DMC/GES Forms HERE	
December 6 th	First Day of Advance Shipping	More Info HERE	
December 12 th	Request for Exhibitor Badges	Register HERE	
December 12 th	Catering Alcohol	More Info HERE	
December 22 nd	Complimentary Booth Package Deadline	Order Booth Package HERE	
December 22 nd	GES Electrical Discount Deadline	Order HERE	
December 22 nd	GES Graphics Discount Deadline	Order HERE	
December 22 nd	GES Accessories & Furnishings Discount Deadline	Order HERE	
December 22 nd	GES Carpet Discount Deadline	Order HERE	
January 6 th	Last Day of Advance Shipping	More Info HERE	
January 9 th	Exhibitor Move-In, 1:00pm – 10:00pm	More Info HERE	
January 8 th & 9 th	Direct Delivery Shipping Dates	More Info HERE	
January 10 th	Show Starts, 8:30am – 6:00pm	More Info HERE	
January 13 th	Show Ends 3:00pm	More Info HERE	
January 13 th	Exhibitor Move-Out, 3:00pm – 10:00pm	More Info HERE	