



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	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	apena@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	hsmith@dallasmarketcenter.com	
November 2 nd	Final Payment Due	cwiebusch@dallasmarketcenter.com	
November 29 th	First Day of Advance Shipping	More Info HERE	
December 1 st	EAC Forms/Proof of Insurance Due	DMC/GES Forms	
December 4 th	Request for Exhibitor Badges	Register HERE	
December 4 th	Catering Alcohol	More Info HERE	
December 16 th	Complimentary Booth Package Deadline	Order Booth Package HERE	
December 16 th	GES Electrical Discount Deadline	Order HERE	
December 16 th	GES Graphics Discount Deadline	Order HERE	
December 16 th	GES Additional Furnishings Discount Deadline	Order HERE	
December 16 th	GES Carpet Discount Deadline	Order HERE	
December 29 th	Last Day of Advance Shipping	More Info HERE	
January 2 nd & 3 rd	Exhibitor Move-In, 8am - 8pm	More Info HERE	
January 2 nd & 3 rd	Direct Delivery Shipping Dates	More Info HERE	
January 4 th	Trade Mart 1 - 8:30am - 6pm Market Hall - 8:00am - 6pm World Trade Center 10, 12, 13 9am - 6pm	More Info HERE	
January 7 th	Show Ends 4pm, LUXE, TM1 closes a 6pm	More Info HERE	
January 7 th	Exhibitor Move-Out, 4pm - 12am	More Info HERE	
January 7 th	Exhibitor Move-Out, 6pm - 12am *LUXE, Trade Mart 1 must be cleared by Midnight 1/7	More Info HERE	

NO SUNDAY MOVE- OUT ALL FLOORS MUST BE CLEARED by midnight 1/7 due to APPAREL MARKET.