



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	50% Deposit Due with Request for Exhibit Application	https://archlightsummit.com/exhibit/	
ASAP	Review Confirmation E-mail and Online GES Espresso Exhibitor Kit	Access your Online GES Espresso Kit HERE	
ASAP	Hotel & Travel Reservations	BOOK HERE	
Ongoing	Wi-Fi is included. Questions with respect to upgrades and privacy, please contact DMC IT	tenanthd@dallasmarketcenter.com	
Ongoing	Advertising/Sponsorship Opportunities	cfosterwarthen@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	hsmith@dallasmarketcenter.com	
August 22nd	EAC Forms/Proof of Insurance Due	DMC/GES Forms	
August 29th	Request for Exhibitor Badges	Register HERE	
September 1st	Catering Alcohol	More Info HERE	
August 26th	Complimentary Booth Package Deadline	Order Booth Package HERE	
August 26th	GES Graphics Discount Deadline	Order HERE	
August 26th	GES Addtl. Furnishings Discount Deadline	Order HERE	
August 29th	First Day of Advance Shipping	More Info HERE	
September 9th	Last Day of Advance Shipping	More Info HERE	
September 14th	Exhibitor Move-In, 8:00am - 6:00pm	More Info HERE	
September 14th	Direct Delivery Shipping Date	More Info HERE	
September 15th	Show Starts, 8:00am - 6:00pm	More Info HERE	
September 16th	Show Ends 3:00pm	More Info HERE	
September 16th	Exhibitor Move-Out, 3:00pm - 11:00pm	More Info HERE	