



This Checklist contains vital information and access to online ordering for exhibiting at IWF 2016. Please read this information thoroughly and carefully. The entire manual and order forms are available to be printed at [www.iwfatlanta.com/exhibitors](http://www.iwfatlanta.com/exhibitors).

Click here <a href="#">GES ONLINE ORDERING</a> - Remember to order early to save money!			
To Do	Show Services ( <i>click on links to access informaton throughout this document</i> )	Deadline	Completed
	<a href="#">Show Information can be viewed here</a>		
	<a href="#">Show Hours and Schedule available here</a>		
	<a href="#">IWF2016 Promotion &amp; Advertising Guide can be viewed here</a>		
	<a href="#">Hotel Accommodations can be made here</a>	July 22, 2016	
	<a href="#">Submit names due for Exhibitor hotel blocks here</a>	June 9, 2016	
	<a href="#">Order Exhibitor Badges to be mailed?</a>	July 31, 2016	
	<a href="#">Purchase Complimentary Guest Passes for your customers at a cost of \$5.00 here</a>	July 31, 2016	
	<a href="#">Register for the Qualified Distributor Program here</a>	July 31, 2016	
	<a href="#">International Travel - Visa &amp; Invitation Letters</a>		
	<a href="#">Assigned Freight Floor Plans can be viewed here</a>		
	<a href="#">Dupree Security Group - Booth Security Service ordered here</a>		
	<a href="#">Exhibitor Appointed Contractor Letter, Form and Payment info here</a>	July 18, 2016	
	<a href="#">Exhibitor Labor Jurisdiction can be viewed here</a>		
	<a href="#">Exhibitor Updates can be viewed here</a>		
	<a href="#">You receive a FREE Lead Management System - order here</a>	July 13, 2016	
	<a href="#">General Liability Insurance information can be viewed here</a>		
	<a href="#">Click HERE to purchase Exhibitor Liability Insurance for Just \$79</a>		
	<a href="#">IWF 2016 Display Regulations are available here</a>		
	<a href="#">Regulations for Multi-Story Exhibits available here</a>	June 6, 2016	
	<a href="#">International Regulations for Wood Packaging are available here</a>		
	<a href="#">Hanging Signs must be approved by IWF Show Management</a>	June 15, 2016	
	<a href="#">Spraying information available here</a>	June 30, 2016	
	<a href="#">Dust Collection Supplier found here</a>		
	<a href="#">Shipping &amp; Material Handling Instructions are available here</a>		
	<a href="#">GES - Online Ordering Opens - Remember to order early to save money!</a>		
	<a href="#">GES Discount Deadline</a>	July 27, 2016	
	<a href="#">GES Payment &amp; Credit Card Charge Authorization</a>	July 27, 2016	
	<a href="#">GES - Early Bird Specials - Deadline</a>	July 27, 2016	
	<a href="#">GES - Order your Super Saver Booth Package here - Deadline</a>	July 27, 2016	
	<a href="#">GES Offers Option packages - Order Service Package here</a>	July 27, 2016	
	<a href="#">GES - Order Carpet here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Special Discount Carpet ordered here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Booth Cleaning order here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Order Furniture here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Order Specialty Furniture here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Hanging Sign/Truss Labor order here - Deadline</a>	July 27, 2016	
	<a href="#">GES - Print Hanging Sign Shipping Labels here - Shipping Deadline</a>	August 12, 2016	
	<a href="#">GES Standard Exhibit System Order Form - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES Graphics and Signage Order Form - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Order booth Installation and Dismantling Labor here</a>	July 27, 2016	
	<a href="#">GES - Waste Removal Order Form - Scrap Removal order here - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Complete the Freight Service Questionnaire here</a>	July 27, 2016	
	<a href="#">GES - Order In-Booth Forklift Labor here</a>	July 27, 2016	
	<a href="#">GES - Order a Crane, Versa Lift, or Rigging here</a>	July 27, 2016	
	<a href="#">GES Trailer Accessible Storage Order Form - Discount Deadline</a>	July 27, 2016	
	<a href="#">GES - Get a Logistics - Domestic Shipping Quote here</a>		
	<a href="#">GES - Order Show-Site Machinery Handling here</a>	July 27, 2016	
	<a href="#">GES - Printed Bill of Lading and Outbound Labels here</a>	July 27, 2016	
	<a href="#">GES - Overseas Container storage and processing order here</a>		
	<a href="#">GES - Calculate Transportation Plus and Material Handling costs here</a>		
	<a href="#">Transportation ordered through Philpot Relocation Services / Atlas Van Lines here</a>		
	<a href="#">Agility Custom Broker and Freight Forwarder services ordered here</a>		
	<a href="#">Last day for arrival of air freight at Atlanta airport</a>	August 5, 2016	
	<a href="#">Last day for arrival of sea freight - Atlanta Terminal</a>	July 22, 2016	
	<a href="#">Last day for arrival of sea freight - Savannah Terminal</a>	July 29, 2016	
	<a href="#">GWCC - Order Cable T.V. here - Discount Deadline</a>	August 3, 2016	
	<a href="#">GWCC - Order Compressed Air - Water - Drain - Natural Gas here - Discount Deadline</a>	August 3, 2016	
	<a href="#">GWCC - Electrical Services ordered here - Discount Deadline</a>	August 3, 2016	
	<a href="#">GWCC - Order CCLD Telecommunications services here - Discount Deadline</a>	August 3, 2016	
	<a href="#">A-V Equipment Order Form from ON Event Services ordered here - Discount Deadline</a>	August 3, 2016	
	<a href="#">Plants and Floral and be ordered here with TPF Total Plant - Discount Deadline</a>	August 3, 2016	
	<a href="#">Photography services can be ordered here with Robb Cohen Photography &amp; Design - Discount Deadline</a>	July 27, 2016	
	<a href="#">Image Hostess, Model; Interpreters can be ordered here with Image Model Talent Agency</a>	August 3, 2016	
	<a href="#">Catering can be ordered here with Levy Catering</a>		
	<a href="#">GWCC - Parking Pass can be purchased here</a>		
	<a href="#">GWCC Campus Map w/ Marshalling Yard available here</a>		
	<a href="#">Directions to Marshalling Yard available here</a>		
	<a href="#">Downtown Atlanta Map available here</a>		
	<a href="#">GWCC Navigation from Your Location here</a>		