



# CHECKLIST AND DEADLINES

**August 22-25, 2018 Atlanta, Georgia USA**  
**Georgia World Congress Center**

This Checklist contains vital information and access to online ordering for exhibiting at IWF 2018. 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 [GES ONLINE ORDERING](#) - Remember to order early to save money!**

<b>Show Services</b> (click on links to access informaton throughout this document)	<b>Deadline</b>	<b>Completed</b>
Show Information can be viewed <a href="#">here</a>		
Show Hours and Schedule available <a href="#">here</a>		
IWF2018 Promotion & Advertising opportunities can be viewed <a href="#">here</a>		
Hotel Accommodations can be made <a href="#">here</a>	July 27, 2018	
Submit names due for Exhibitor hotel blocks <a href="#">here</a>	May 14, 2018	
Order Exhibitor <a href="#">Badges</a>	July 31, 2018	
Purchase additional Guest Passes for your customers at a cost of \$5.00 <a href="#">here</a>	July 31, 2018	
Register for the Qualified Distributor Program <a href="#">here</a>	July 31, 2018	
International Travel - <a href="#">Visa &amp; Invitation Letters</a>	July 31, 2018	
Assigned Freight Floor Plans Bldg B can be viewed <a href="#">here</a>		
Assigned Freight Floor Plans Bldg C can be viewed <a href="#">here</a>		
Dupree Security Group - Booth Security Service ordered <a href="#">here</a>		
Exhibitor Appointed Contractor Registration and Payment info <a href="#">here</a>	July 18, 2018	
GWCC - ESCA <a href="#">Brochure</a>		
Exhibitor Labor Jurisdiction can be viewed <a href="#">here</a>		
Exhibitor Updates can be viewed <a href="#">here</a>		
You receive a FREE Lead Management System - order <a href="#">here</a>	July 12, 2018	
General Liability Insurance information can be viewed <a href="#">here</a>		
Click <a href="#">HERE</a> to purchase Exhibitor Liability Insurance for Just \$84		
IWF 2018 Display Regulations are available <a href="#">here</a>		
Regulations for Multi-Story Exhibits available <a href="#">here</a>	June 8, 2018	
International Regulations for Wood Packaging are available <a href="#">here</a>		
Spraying information available <a href="#">here</a>	June 29, 2018	
Dust Collection Supplier found <a href="#">here</a>		
Shipping & Material Handng Instructions are available <a href="#">here</a>		
GES - Online Ordering Open - <a href="#">Remember to order early to save money!</a>	July 18, 2018	
GES - Request for <a href="#">Variance to Assigned Freight Arrival</a>	July 18, 2018	
GES <a href="#">Discount Deadline</a>	July 18, 2018	
GES <a href="#">Payment &amp; Credit Card Charge Authorization</a>		
GES Third Party <a href="#">Billing Request Form</a>		

GES - <a href="#">Show Specials - Deadline</a>	July 18, 2018	
GES - Order your Super Saver Booth Package <a href="#">here - Deadline</a>	July 18, 2018	
GES Offers Option packages - Order Service Package <a href="#">here</a>	July 18, 2018	
GES - Order Carpet <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Special Discount Carpet ordered <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Booth Cleaning order <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Order Chairs & Seating Furniture <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Order Tables & Counters Furniture <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Hanging Sign/Truss Labor order <a href="#">here - Deadline</a>	July 18, 2018	
GES - Print Hanging Sign Shipping Labels <a href="#">here - Shipping Deadline</a>	August 8, 2018	
GES Standard Exhibit System <a href="#">Order Form - Discount Deadline</a>	July 18, 2018	
GES Graphics and Signage <a href="#">Order Form - Discount Deadline</a>	July 18, 2018	
GES - Order booth Installation and Dismantling Labor <a href="#">here</a>	July 18, 2018	
GES - Waste Removal Order Form - Scrap Removal order <a href="#">here - Discount Deadline</a>	July 18, 2018	
GES - Complete the Freight Service Questionnaire <a href="#">here</a>	July 18, 2018	
GES - Order In-Booth Forklift Labor <a href="#">here</a>	July 18, 2018	
GES - Order a Crane, Versa Lift, or Rigging <a href="#">here</a>	July 18, 2018	
GES Trailer Accessible Storage <a href="#">Order Form - Discount Deadline</a>	July 18, 2018	
GES - Get a Logistics - Domestic Shipping Quote <a href="#">here</a>		
GES - Order Show-Site Machinery Handling <a href="#">here</a>	July 18, 2018	
GES - Printed Bill of Lading and Outbound Labels <a href="#">here</a>	July 18, 2018	
GES - Overseas Container storage and processing order <a href="#">here</a>	July 18, 2018	
GES - National Servicer - <a href="#">Live Chat</a>		
Agility Custom Broker and Freight Forwarder services ordered <a href="#">here</a>		
Last day for arrival of <a href="#">air freight at Atlanta airport</a>	August 3, 2018	
Last day for arrival of <a href="#">sea freight - Atlanta Terminal</a>	July 20, 2018	
GWCC - Order Cable T.V. <a href="#">here - Discount Deadline</a>	August 1, 2018	
GWCC - Order Compressed Air - Water - Drain - Natural Gas <a href="#">here - Discount Deadline</a>	August 1, 2018	
GWCC - Electrical Services ordered <a href="#">here - Discount Deadline</a>	August 1, 2018	
GWCC - Order CCLD Telecommunications services <a href="#">here - Discount Deadline</a>	July 31, 2018	
A-V Equipment Order Form from Shepard AV Services ordered <a href="#">here - Discount Deadline</a>		
Plants and Floral and be ordered <a href="#">here with TPF Total Plant - Discount Deadline</a>	August 4, 2018	
Photography services can be ordered <a href="#">here with Robb Cohen Photography &amp; Design - Discount Deadline</a>	August 1, 2018	
Image Hostess, Model; Interpreters can be ordered <a href="#">here with Image Model Talent Agency</a>	August 1, 2018	
Catering can be ordered <a href="#">here with Levy Catering</a>		
GWCC - Parking Pass can be purchased <a href="#">here</a>		
GWCC Campus Map w/ Marshalling Yard available <a href="#">here</a>		
Directions to Marshalling Yard available <a href="#">here</a>		
Downtown Atlanta Map available <a href="#">here</a>		
GWCC Navigation from Your Location <a href="#">here</a>		