



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.

Click here [GES ONLINE ORDERING](#) - Remember to order early to save money!

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

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