

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>ASAP</b>			
ASAP	Catering Order Form	Levy	
ASAP	Domestic Shipping Quote Form	GES Logistics	
ASAP	International Shipping Quote Form	GES Logistics	
ASAP	Floral Order Form	TLC Floral	
ASAP	Model & Host Services Order Form	Image	
ASAP	Photography Order Form	Oscar Einzig	
Prior to Show	Insurance Enrollment Form	Marsh/Total Event Insurance	
<b>AUGUST</b>			
August 24	Multi-Level/Covered Exhibit Request Form	Show Management	
Aug 31/Sept 15	Lead Retrieval tiered discount deadlines	Experient	
<b>SEPTEMBER</b>			
September 11	Show Directory Information Listing Deadline	Show Management	
September 11	Sponsorship Graphics Upload Deadline	GES	
September 22 to October 19	Advance Shipments to the GES Warehouse May Arrive	GES	
September 22 to October 19	Hanging Signs Should Arrive at the GES Warehouse	GES	
September 21	Sponsorship Production Early Bird Discount Deadline	GES	
September 21	EAC Notification	Show Management	
September 22	Booth Security Order Form	Dupree Security Group	
September 28	Hotel Meeting Room/Hospitality Suite Form	OnPeak	
September 28	Exhibit Floor Meeting Request Form	Show Management	
September 28	Hanging Sign Approval Form	Show Management	
September 28	Special Transportation Approval Form	Show Management	
September 28	Booth Waiver Request Form	Show Management	
<b>OCTOBER</b>			
October 5	Sponsorship Production Incentive Discount Deadline	GES	
October 5	Payment & Credit Card Charge Authorization	GES	
October 5	3 <sup>rd</sup> Party Billing Request	GES	
October 5	Material Handling Order Form	GES	
October 5	Pre-Printed Outbound Material Handling Request	GES	
October 5	Freight Service Questionnaire	GES	
October 5	Trailer Accessible Storage Order Form	GES	
October 5	Skid Accessible Storage Order Form	GES	
October 5	Cartload Service Order Form	GES	
October 5	Vehicle Placement Order Form	GES	
October 5	Carpet Order Form	GES	
October 5	Carpet Package Order Form	GES	
October 5	Furniture & Accessories Order Form	GES	
October 5	Furniture Package Order Form	GES	

<b>DUE DATE / DISCOUNT DEADLINE</b>	<b>FORM NAME</b>	<b>SERVICE PROVIDER</b>	<input checked="" type="checkbox"/>
October 5	Specialty Furniture Order Form	GES	
October 5	Installation & Dismantling Order Form	GES	
October 5	Key Information\Supervised Labor Checklist	GES	
October 5	In Booth Forklift & Labor Form	GES	
October 5	Electric Chain Hoist & Truss Order Form	GES	
October 5	Booth Cleaning Order Form	GES	
October 5	Booth Layout Form	GES	
October 6	Cable Service Order Form	GWCC	
October 6	Compressed Air, Water, Drain, Natural Gas Service Order Form	GWCC	
October 6	Electrical Service Order Form	GWCC	
October 6	Internet & Telephone Service Order Form	CCLD	
October 6	International Freight Deadline for Advance Ocean Freight to arrive in Los Angeles or Atlanta	Rogers Worldwide	
October 9	Exhibitor Appointed Photographer Approval Form	Show Management	
October 9	New Product Pavilion Entry Deadline	Show Management	
October 13	International Freight Deadline for Air Freight arrival at Hartsfield-Jackson International Airport	Rogers Worldwide	
October 13	International Freight Deadline for Ocean Freight arrival at Georgia World Congress Center	Rogers Worldwide	
October 20	International Freight Deadline for Advance Air Freight to Arrive at Hartsfield-Jackson International Airport in Atlanta	Rogers Worldwide	
October 20	Audio Visual/Computer Rental Order Forms	SmartSource	
October 24-26	Direct Shipments to the Georgia World Congress Center May Arrive (Check Move-In Schedule for Delivery Dates)	GES	

**All Official Service Provider Order Forms are available within this  
Medtrade Exhibitor Manual**

**And on the Medtrade website at [www.medtrade.com](http://www.medtrade.com)**