

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"/>
ASAP			
ASAP	Catering Order Form	Levy	<input type="checkbox"/>
ASAP	Domestic Shipping Quote Form	GES Logistics	<input type="checkbox"/>
ASAP	International Shipping Quote Form	GES Logistics	<input type="checkbox"/>
ASAP	Floral Order Form	TLC Floral	<input type="checkbox"/>
ASAP	Model & Host Services Order Form	Image	<input type="checkbox"/>
ASAP	Photography Order Form	PWP Studio	<input type="checkbox"/>
Prior to Show	Insurance Enrollment Form	Marsh/Total Event Insurance	<input type="checkbox"/>
SEPTEMBER			
September 1	Multi-Level/Covered Exhibit Request Form	Show Management	<input type="checkbox"/>
Sept 7/Sept 22	Lead Retrieval tiered discount deadlines	Experient	<input type="checkbox"/>
September 9	Sponsorship Graphics Upload Deadline	GES	<input type="checkbox"/>
September 16	Show Directory Information Listing Deadline	Show Management	<input type="checkbox"/>
September 26	Sponsorship Production Early Bird Discount Deadline	GES	<input type="checkbox"/>
September 27 to October 26	Hanging Signs Should Arrive at the GES Warehouse	GES	<input type="checkbox"/>
September 29	EAC Notification	Show Management	<input type="checkbox"/>
September 29 to October 25	Advance Shipments to the GES Warehouse May Arrive	GES	<input type="checkbox"/>
OCTOBER			
October 2	Booth Security Order Form	Dupree Security Group	<input type="checkbox"/>
October 6	Hotel Meeting Room/Hospitality Suite Form	onPeak	<input type="checkbox"/>
October 6	Exhibit Floor Meeting Request Form	Show Management	<input type="checkbox"/>
October 6	Hanging Sign Approval Form	Show Management	<input type="checkbox"/>
October 6	Special Transportation Approval Form	Show Management	<input type="checkbox"/>
October 6	Booth Waiver Request Form	Show Management	<input type="checkbox"/>
October 6	Exhibitor Appointed Photographer Approval Form	Show Management	<input type="checkbox"/>
October 9	Advance Ocean Deadline for Freight to arrive at the Atlanta CFS	Rogers Worldwide	<input type="checkbox"/>
October 11	Cable Service Order Form	GWCC	<input type="checkbox"/>
October 11	Compressed Air, Water, Drain, Natural Gas Service Order Form	GWCC	<input type="checkbox"/>
October 11	Electrical Service Order Form	GWCC	<input type="checkbox"/>
October 11	Internet & Telephone Service Order Form	CCLD	<input type="checkbox"/>
October 14	Sponsorship Production Incentive Discount Deadline	GES	<input type="checkbox"/>
October 14	Payment & Credit Card Charge Authorization	GES	<input type="checkbox"/>
October 14	3 rd Party Billing Request	GES	<input type="checkbox"/>
October 14	Material Handling Order Form	GES	<input type="checkbox"/>
October 14	Pre-Printed Outbound Material Handling Request	GES	<input type="checkbox"/>
October 14	Freight Service Questionnaire	GES	<input type="checkbox"/>
October 14	Trailer Accessible Storage Order Form	GES	<input type="checkbox"/>
October 14	Skid Accessible Storage Order Form	GES	<input type="checkbox"/>
October 14	Cartload Service Order Form	GES	<input type="checkbox"/>
October 14	Vehicle Placement Order Form	GES	<input type="checkbox"/>
October 14	Carpet Order Form	GES	<input type="checkbox"/>
October 14	Carpet Package Order Form	GES	<input type="checkbox"/>
October 14	Furniture & Accessories Order Form	GES	<input type="checkbox"/>
October 14	Furniture Package Order Form	GES	<input type="checkbox"/>

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
October 14	Specialty Furniture Order Form	GES	<input type="checkbox"/>
October 14	Installation & Dismantling Order Form	GES	<input type="checkbox"/>
October 14	Key Information\Supervised Labor Checklist	GES	<input type="checkbox"/>
October 14	In Booth Forklift & Labor Form	GES	<input type="checkbox"/>
October 14	Electric Chain Hoist & Truss Order Form	GES	<input type="checkbox"/>
October 14	Booth Cleaning Order Form	GES	<input type="checkbox"/>
October 14	Booth Layout Form	GES	<input type="checkbox"/>
October 16	Advance Air Deadline for Freight arrival at Hartsfield-Jackson International Airport	Rogers Worldwide	<input type="checkbox"/>
October 16	Deadline for Ocean Freight arrival at Georgia World Congress Center	Rogers Worldwide	<input type="checkbox"/>
October 23	Deadline for Air Freight arrival at Hartsfield-Jackson International Airport in Atlanta	Rogers Worldwide	<input type="checkbox"/>
October 25	Audio Visual/Computer Rental Order Forms	SmartSource	<input type="checkbox"/>
October 29-31	Direct Shipments to the Georgia World Congress Center May Arrive (Check Move-In Schedule for Delivery Dates)	GES	<input type="checkbox"/>

**All Official Service Provider Order Forms are available within this
Medtrade Exhibitor Manual
And on the Medtrade website at www.medtrade.com**