



<u>Deadline Date</u>	<u>Action Item</u>	<u>Completed</u>
February 23, 2023	Lead Retrieval Order Form (Early Rate)	_____
March 30, 2023	Lead Retrieval Order Form (Advance Rate)	_____
March 31, 2023	Deadline to Complete Company and Product Listing to be Included in the Show Guide	_____
April 10, 2023	First Day for Advance Shipments to GES Warehouse Audio Visual Form	_____ _____
April 14, 2023	Hotel Reservations Deadline (Individual Reservations) GES Order Forms (Discount Rate) Booth Furnishings/Carpet Rental Order Forms Shipping, Drayage, and Material Handling Order Forms Refrigerated and Frozen Storage Order Forms Labor, Equipment and Cleaning Order Forms Hanging Sign Order Forms Notice of Intent to Use Exhibitor Appointed Contractor Form and Submit Certificate of Insurance (COI)	_____ _____ _____ _____ _____ _____ _____ _____ _____
April 19, 2023	Electrical, Internet, Plumbing (Advance Rate)	_____
April 21, 2023	Food and Beverage Sampling/Corkage Approval Form	_____
April 28, 2023	Last Day for Advance Warehouse Shipments to GES Warehouse Without Surcharges	_____
May 8, 2023	Direct Shipments May Begin Arriving at Georgia World Congress Center	_____
May 13, 2023	10:00 AM - Carrier Check-In Deadline for Outbound Shipping	_____