



Fall 2013 Convention & EXPO
 Gaylord Palms Resort
 Kissimmee, Florida
 Conference: September 23-26, 2013
EXPO: September 23-25, 2013

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates by the vendors indicated.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Monday, Aug 19	First Day for Shipments to arrive at GES Advance Warehouse	_____
Friday, Aug 23	Notice of Intent to Use Exhibitor-Appointed Contractor and Exhibitor-Appointed Contractor Proof of Insurance	_____
Monday, Sept 2	Booth Cleaning Order Form	_____
Monday, Sept 2	GES Transportation Plus and Material Handling Form	_____
Monday, Sept 2	Pre-Printed Outbound Material Handling Request Form	_____
Monday, Sept 2	GES Rental Order Forms (Carpeting, Furniture, Convenience Package, Specialty Furniture)	_____
Monday, Sept 2	Installation and Dismantling Order Form	_____
Monday, Sept 2	Key Information/Supervised Labor Checklist Form	_____
Monday, Sept 2	Payment and Credit Card Authorization Form	_____
Monday, Sept 2	Third Party Billing Request	_____
Monday, Sept 2	Graphics and Signage Order Form	_____
Monday, Sept 2	In-Booth Forklift and Labor Order Form	_____
Monday, Sept 16	Computer Rental Order Form	_____
Monday, Sept 19	Electrical Service Order Form	_____
Monday, Sept 19	Telecommunications / Internet Service Order Form	_____
Monday, Sept 19	Floral Order Form Deadline	_____
Thursday, Sept 19	Exhibitor Booth Personnel Registration Deadline	_____
Thursday, Sept 19	Last Day for shipments to arrive at GES Advance Warehouse	_____
Sunday, Sept 22	First Day for Direct Shipments to Exhibit Site (Hotel)	_____