

Quick Reference Checklist

To assist with your planning, several critical deadlines are listed below. You are urged to start now in order to complete the details for your booth.

COMPLETE?	ACTIVITY OR FORM	DEADLINE
<input type="checkbox"/>	HOTEL RESERVATIONS	
	Group Block of 10+ Rooms – Rooming Lists OR Cancellations Due.....	January 16, 2015
	Individual Reservations.....	January 23, 2015
	HAI FORMS	
<input type="checkbox"/>	Aircraft Display Confirmation & Insurance Documents.....	February 19, 2015
<input type="checkbox"/>	Additional Exhibit Hall Guest Passes.....	February 13, 2015
<input type="checkbox"/>	Discounted Award Dinner Ticket(s)/Table(s).....	January 16, 2015
<input type="checkbox"/>	Exhibitor Appointed Contractor Form (Online Only).....	January 30, 2015
<input type="checkbox"/>	Exhibitor Session Request Form.....	December 9, 2014
<input type="checkbox"/>	Exhibitor Badge Registration.....	Don't Forget!
<input type="checkbox"/>	Meeting Room Request.....	December 9, 2014
<input type="checkbox"/>	Publication Bin Reservation Form.....	January 30, 2015
<input type="checkbox"/>	Waiver/Booth Variance Request.....	December 5, 2014
	GES EXPOSITION SERVICES (Discount Deadlines)	
<input type="checkbox"/>	Carpet.....	January 30, 2015
<input type="checkbox"/>	Certificate of Insurance (<i>Submitted to GES if using outside contractors</i>).....	January 30, 2015
<input type="checkbox"/>	Furniture.....	January 30, 2015
<input type="checkbox"/>	Labor.....	January 30, 2015
<input type="checkbox"/>	Material Handling.....	January 30, 2015
<input type="checkbox"/>	Signs.....	January 30, 2015
<input type="checkbox"/>	SHIPPING	See Appropriate Forms
	GES Logistics	
	--Advance to Warehouse.....	Must Arrive On/Between January 26 – February 24, 2015
	--Direct to Show Site.....	<u>Based on Targeted Move-in Date</u>
	Port/Airport and Arrival Deadline	
	--Advance to Warehouse: Air Freight (Orlando Intl MCO).....	Received by February 15, 2015
	Ocean FCL (Miami Port).....	Received by February 8, 2015
	Ocean LCL (Miami Port).....	Received by February 8, 2015
	--Direct to Show Site: Air Freight (Orlando Intl MCO).....	Received by February 22, 2015
	Ocean FCL (Miami Port).....	Received by February 15, 2015
	Ocean LCL (Miami Port).....	Received by February 15, 2015
	UTILITIES & OTHER SERVICES (DISCOUNT DEADLINES)	
<input type="checkbox"/>	Attendee Lead Retrieval.....	January 30, 2015
<input type="checkbox"/>	Audio Visual/Computer.....	January 30, 2015
<input type="checkbox"/>	Booth Cleaning.....	January 30, 2015
<input type="checkbox"/>	Catering.....	January 30, 2015
<input type="checkbox"/>	Electricity, Telephone, Internet.....	January 30, 2015
<input type="checkbox"/>	Floral.....	January 30, 2015
<input type="checkbox"/>	Talent / Temporary Personnel.....	January 30, 2015