



SHOW DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP	Book hotel rooms	Show Information	Hotels
Sept 11	Submit Hanging Sign Request Form	Rules & Regulations	Height Variance Request Form
Sept 11	Exhibitors with a booth 10'x20' and larger must submit Booth Rendering for Show Management Approval.	Rules & Regulations	Email: Beth.engle@informa.com
Sept 11	Register Exhibitor Appointed Contractor & Submit Certificate of Insurance	Exhibitor Appointed Contractors	EAC Process Information
Sept 12	Advance shipments may begin arriving at warehouse	Shipping, Drayage & Material Handling	GES
Sept 22	Discount Deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)
Sept 25	Deadline for Catering Orders	Loews Catering – Nathan Pucke	Additional Show Services
Sept 25	Deadline for Lead Retrieval Rental Device	Exhibitor Portal	Swapcard
Sept 25	Discount Deadline-GES orders received with payment	Booth Furnishings	GES
Sept 25	Discount Deadline-GES orders received with payment	Electrical Services	Utilities
Oct 9	Discount Deadline -Internet Service	Additional Show Services	Additional Show Services
Oct 11	Last Day for Shipments to arrive at Advance Warehouse without surcharges, by 3pm	Shipping, Drayage & Material Handling	GES
Oct 15	Direct Shipments can start arriving. Note: non-courier deliveries may experience load-in delays	Shipping, Drayage & Material Handling	GES