



| <u>Deadline Date</u> | <u>Action Item</u> | <u>Completed</u> |
|-----------------------------|--|-------------------------|
| May 27 | Lead Retrieval Order Form (Early Rate) | _____ |
| June 18 | Deadline to Complete Company and Product Listing to be Included in the Show Guide | _____ |
| July 1 | Lead Retrieval Order Form (Advance Rate) | _____ |
| July 12 | First Day for Advance Shipments to GES Warehouse | _____ |
| July 16 | Notice of Intent to Use Exhibitor Appointed Contractor Form and Return Insurance Certificate | _____ |
| July 23 | Hotel Reservations Deadline (Individual Reservations) | _____ |
| July 23 | Electrical, Internet, Plumbing (Advance Rate) | _____ |
| July 26 | GES Order Forms | _____ |
| | 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 | _____ |
| August 2 | Audio Visual Order Form | _____ |
| August 2 | Food and Beverage Sampling Policy and Guidelines Form | _____ |
| August 2 | Handwashing and Sanitation Kit Order Form | _____ |
| August 2 | Catering Order Forms | _____ |

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| August 9 | Last Day for Advance Shipments to GES Warehouse Without Surcharges | _____ |
| August 17 | Direct Shipments May Begin Arriving at The New Orleans Convention Center | _____ |
| August 21 | 10:00 a.m. Carriers Check-in Deadline for Outbound Shipping | _____ |