

As Soon as Possible
Read Exhibitor Service Kit (ESK) in its entirety
Review Marketing and Promotional Opportunities
Make Hotel Reservations through OnPeak
Make Airline/Rental Car Reservations
Log In to Update Show Directory Company Listing
Confirm date and time of onsite booth space selection for 2023
Register Booth Personnel for Badges
Submit Exhibitor Appointed Contractor (EAC) form

March		Vendor
3/2/2023	Booth Approval Form	WasteExpo
3/6/2023	Discount Date: Lead Retrieval Unit	Compusystems
3/23/2023	First day for Advance Freight shipments at the warehouse	GES
April		
4/6/2023	Discount Date: All GES Services	GES
4/6/2023	Discount Date: Internet & Cable Connections	MCCO
4/6/2023	Discount Date: Electrical	EMCC
4/13/2023	Discount Date: Booth Security	United
4/14/2023	Discount Deadline: Audio Visual Equipment	Metro
4/25/2023	Last day for Advance Freight shipments at the warehouse	GES

May		
4/27 – 4/30	Ship Freight Direct to EMCC	GES

Before Leaving for Show	
Create show packets & finalize schedules for staff Include phone numbers, emergency meeting place, show info etc.	
Verify ALL travel arrangements	
Make sure to have all tracking information for freight sent to show site (just in case)	

Show Site	
Exhibitor Move-In: 4/27/23 through 5/1/23	
Show Dates: 5/2/23 through 5/4/23	

Move-Out	
Exhibitor Move-Out: 5/4/23 through 5/5/23	
Review invoices and verify costs for general contractor, electrical and other vendors	