

World Conference on Quality and Improvement
Washington State Convention Center
Seattle, WA
April 29 – May 1, 2018 (show dates)
April 30 – May 2, 2018 (conference dates)

EXHIBITOR KEY DUE DATES

<u>DESCRIPTION</u>	<u>DUE OR PAYMENT TO</u>	<u>DUE DATE</u>	<u>TAB LOCATION</u>
<u>American Society for Quality (ASQ)</u>			
♦ Pre-and Post-Show Attendee Lists	ASQ	03/09/2018	Additional Show Services
♦ Exhibit Hall Badge Registration	ASQ	04/02/2018	Show Information
♦ Hotel Deadline for Conference Room Rate (all hotels)	Hotel	04/06/2018	Show Information
<u>AV Network (AVN) - (Audio Visual Equipment)</u>			
♦ Audio Visual Equipment Form	AVN	04/06/2018	Additional Show Services
<u>GES (GES)</u>			
♦ Payment and Credit Card Authorization Form	GES	04/06/2018	Additional Show Services
♦ Domestic Third Party Billing Request Form	GES	04/06/2018	Exhibitor Appointed Contractors (EACs)
♦ International Third Party Billing Request Form	GES	04/06/2018	Exhibitor Appointed Contractors (EACs)
♦ Carpet (Standard and Plush) Rental Order Form	GES	04/06/2018	Booth Furnishings Rental
♦ Standard Furniture and Accessories Order Form	GES	04/06/2018	Booth Furnishings Rental
♦ Specialty Furniture Order Form	GES	04/06/2018	Booth Furnishings Rental
♦ Standard Exhibit System Order Form	GES	04/06/2018	Booth Furnishings Rental
♦ Graphics and Signage Order Form	GES	04/06/2018	Booth Furnishings Rental
♦ Material Handling/Drayage Order Form	GES	04/06/2018	Shipping Drayage and Material Handling
♦ Shipping Information & Freight Handling Form			
→ Advanced Shipping	GES	03/26 - 04/24/2018	Shipping Drayage and Material Handling
→ On-site Shipping	GES	04/27 - 04/29/2018	Shipping Drayage and Material Handling
♦ Pre-Printed Bill of Lading /Outbound Labels Request	GES	04/06/2018	Shipping Drayage and Material Handling
♦ Vehicle Placement Order Form	GES	04/06/2018	Shipping Drayage and Material Handling
♦ Installation and Dismantling Order Form	GES	04/06/2018	Labor and Equipment
♦ In-Booth Fork Lift and Labor Order Form	GES	04/06/2018	Labor and Equipment
♦ Cleaning and Porter Service Order Form	GES	04/06/2018	Labor and Equipment
♦ Notice of Intent to Use EAC - Policies/Procedures	GES	04/06/2018	Exhibitor Appointed Contractors (EACs)
<u>Miscellaneous</u>			
♦ State of Washington - Temporary Registration Permit	State of WA	No Early Date	Additional Show Services
♦ Floral & Plant Rental Form	Int'l Wholesale Florist	No Early Date	Additional Show Services
<u>Showcare (Lead System)</u>			
♦ Lead Retrieval	ShowCare	04/06/2018	Additional Show Services
<u>Washington State Convention Center (WSCC)</u>			
♦ Rigging and Forklift Information (Banner/Sign Hanging)	WSCC	04/05/2018	Additional Show Services
♦ Electrical, Internet, and Telephone Order Form	WSCC	04/05/2018	Additional Show Services

WSCC: Washington State Convention Center

GES: Show Decorator

AVN: Audio Visual Network