

Exhibitor Checklist of Important Dates

ACTIVITY	DUE DATE	COMPLETED
Intent to Use EAC Notification Form	May 9, 2013	
Housing Deadline	May 10, 2013	
Demo's by Diane- Temporary Personnel Form	May 10, 2013	
Cooking and Heating Form	May 17, 2013	
Food Sampling Form – SAVOR... Chicago	May 17, 2013	
GES Early Bird Deadline for all Order Forms	May 20, 2013	
GES Electrical Form	May 20, 2013	
DMP AV Form	May 24, 2013	
Badge Registration Deadline	May 24, 2013	
Floral Order Form	May 24, 2013	
McCormick Phone & Cable Services	May 22, 2013	
Lowe Refrigeration Inc. Order Deadline	May 30, 2013	
SAVOR... Chicago Catering Order Form	June 3, 2013	
Shipping: - Advanced Shipments begin (Mon-Fri 8:00am – 2:30pm) *Receiving hours for Advance Shipments Monday-Friday 8:00am – 2:30pm	May 6, 2013	
Advanced Shipments end	June 5, 2013 <i>At 2:30pm</i>	
Direct Shipments will begin being accepted	June 8, 2013 <i>At 8:00am</i>	
Last day for Direct Shipments	June 9, 2013 <i>At 5:00 p.m.</i>	

****Please note: the Advanced Warehouse will be closed on Monday, May 27, 2013****