



Official Service Providers & Exhibitor Check List

Submitted

_____	Final payment for booth space.....	by Dec. 5, 2014
_____	EAC notification to show management.....	by Dec. 19, 2014
_____	EAC registration form and deposit to show management	by Dec. 19, 2014
_____	Floor plan to show management.....	by Dec. 19, 2014
_____	Floor plan to McCormick Place	by Dec. 19, 2014
_____	Insurance, copy of EAC's to show management.....	by Dec. 19, 2014
_____	Insurance, copy of Exhibitor's to show management	by Dec. 19, 2014
_____	Manufacturer to advise if local Sales staff working exhibit.....	by Dec. 19, 2014
_____	Provide management with primary contact for credentials.....	by Dec. 19, 2014
_____	"Who's in charge" schedule to show management.....	by Dec. 19, 2014
_____	Publicity/celebrity appearance worksheet due.....	by Jan. 19, 2015
_____	Special event during First Look for Charity request	by Jan. 19, 2015
_____	Back - out lights request.....	by Jan. 19, 2015
_____	Electrical and supplemental lighting requirements.....	by Jan. 19, 2015
_____	Credential deadline for advance mailing	by Jan. 26, 2015
_____	Media Preview credentials deadline for advance mailing.....	by Jan. 26, 2015
_____	Press kits due at GES Exposition Services.....	by Jan. 26, 2015

Key Dates:

Lighting move-in:

South Hall and North Halls	Feb. 1 – Feb. 4, 2015
North and South Hall floor carpet/freight/literature move-in.....	See Auto Show Bulletin 1
Media Preview.....	Feb. 12 - 13, 2015
Allied exhibitor move-in.....	See Auto Show Bulletin 3
First Look for Charity	Feb. 13, 2015
Public Show	Feb. 14 - 22, 2015

**Remember: Advance orders may save you as much as 50 percent.
Please check the individual order forms for early booking deadlines**



Labor:

_____	Carpet and carpet installation.....	GES
_____	Carpet vacuuming/floor cleaning.....	United Maintenance Co.
_____	Carpenters.....	GES
_____	Decorators.....	GES
_____	Riggers.....	GES
_____	Teamsters.....	GES
_____	Electrical/lighting.....	GES
_____	Porter service.....	Century Maintenance and GES

Other:

_____	Audio visual, etc.....	Absolute Production Services
_____	Advanced freight/literature.....	GES
_____	Catering food and beverage.....	Savor...Chicago at McCormick Place
_____	Computer rental.....	Datasis Corporation
_____	Florist.....	Phillip's Flowers and Gifts
_____	Furniture.....	GES
_____	Hotel.....	The Hyatt Regency McCormick Place
_____	Hotel.....	The Waldorf Astoria Chicago
_____	Internet service.....	McCormick Place – Technology Services
_____	Meeting room rental.....	McCormick Place – Event Dept.
_____	Models/host/hostesses.....	AF Modeling Services
_____	Move-in schedule.....	GES
_____	Move-out schedule.....	GES
_____	Photographer.....	Oscar & Associates
_____	Plumbing.....	GES
_____	Security Guards and Ushers.....	AF Services, Inc.
_____	Security Guards.....	Lincoln Security Services LLC.
_____	Signage.....	GES
_____	Telephone.....	McCormick Place – Technology Services
_____	Water Service.....	Hinckley Springs
_____	Web Cams.....	TBD

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