



Official Service Providers & Exhibitor Check List

Submitted

| | | |
|-------|--|------------------|
| _____ | Final payment for booth space..... | by Dec. 15, 2017 |
| _____ | EAC notification to show management..... | by Dec. 22, 2017 |
| _____ | EAC registration form to show management | by Dec. 22, 2017 |
| _____ | Floor plan to show management..... | by Dec. 22, 2017 |
| _____ | Floor plan to McCormick Place | by Dec. 22, 2017 |
| _____ | Insurance, copy of EAC's to show management..... | by Dec. 22, 2017 |
| _____ | Insurance, copy of Exhibitor's to show management | by Dec. 22, 2017 |
| _____ | Manufacturer to advise if local Sales staff working exhibit..... | by Dec. 22, 2017 |
| _____ | Provide management with primary contact for credentials..... | by Dec. 22, 2017 |
| _____ | "Who's in charge" schedule to show management..... | by Dec. 22, 2017 |
| _____ | Publicity/celebrity appearance worksheet due..... | by Jan. 15, 2018 |
| _____ | Special event during First Look for Charity request | by Jan. 15, 2018 |
| _____ | Back - out lights request..... | by Jan. 15, 2018 |
| _____ | Electrical and supplemental lighting requirements..... | by Jan. 15, 2018 |
| _____ | Credential deadline for advance mailing | by Jan. 22, 2018 |
| _____ | Media Preview credentials deadline for advance mailing..... | by Jan. 12, 2018 |
| _____ | Press kits due at GES Exposition Services..... | by Jan. 22, 2018 |

Key Dates:

Lighting move-in:

| | |
|---|--------------------------|
| South Hall and North Halls | Jan. 28 – Jan. 31, 2018 |
| North and South Hall floor carpet/freight/literature move-in..... | See Auto Show Bulletin 1 |
| Media Preview..... | Feb. 8 - 9, 2018 |
| Allied exhibitor move-in..... | See Auto Show Bulletin 3 |
| First Look for Charity | Feb. 9, 2018 |
| Public Show | Feb. 10 - 19, 2018 |

**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..... | |

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