



Attention Exhibitors,

Please use this checklist as a guide as you prepare to exhibit at World of Asphalt 2019:

<u>COMPLETE IMMEDIATELY</u>	DUE ON OR BEFORE	
Draft Floor Plans Due To Show Management For Space 1,000 SF Or More.....	December 1, 2018	<input type="checkbox"/>
Early Bird Exhibitor Registration Deadline.....	December 14, 2018	<input type="checkbox"/>
Exhibitor Listing Due For Basic Listing In Show Directory.....	January 4, 2019	<input type="checkbox"/>
Exhibitor And EAC Certificate Of Insurance Due	January 13, 2019	<input type="checkbox"/>
Housing Deadline.....	January 21, 2019	<input type="checkbox"/>
<u>SHOW INFORMATION</u>		
Final 50% Payment For Exhibit Space Due.....	September 28, 2018	<input type="checkbox"/>
Exhibitor Postcards – Direct Mail Deadline.....	December 14, 2018	<input type="checkbox"/>
VIP Buyer Program Deadline US & Canada.....	October 31, 2018	<input type="checkbox"/>
VIP Buyer Program Deadline IN, OH, IL, KY & MN.....	January 15, 2019	<input type="checkbox"/>
EAC Registration (EACA).....	February 2, 2019	<input type="checkbox"/>
Exhibitor Email Campaign Deadline.....	February 11, 2019	<input type="checkbox"/>
<u>ADDITIONAL SHOW SERVICES</u>		
Lead Retrieval Advanced Rate Orders (ITN).....	January 19, 2019	<input type="checkbox"/>
Audio Visual – Meeting Room Advanced Rate Orders (PRG).....	January 19, 2019	<input type="checkbox"/>
Floral & Plant Rental Form (Floral Exhibits).....	January 22, 2019	<input type="checkbox"/>
Internet Orders Advanced Rate Orders (Smart City).....	January 26, 2019	<input type="checkbox"/>
Audio Visual Advanced Rate Orders (PGR).....	January 29, 2019	<input type="checkbox"/>
Computer & Office Equipment Advanced Rate Orders (PGR).....	January 29, 2019	<input type="checkbox"/>
Electrical & Telephone Orders (ICCLOS).....	January 29, 2019	<input type="checkbox"/>
Gas, Water & Air Orders (ICCLOS).....	January 29, 2019	<input type="checkbox"/>
Booth Talent.....	February 1, 2019	<input type="checkbox"/>
Catering Order Form (Centerplate).....	February 5, 2019	<input type="checkbox"/>
<u>SHIPPING, DRAYAGE AND MATERIAL HANDLING</u>		
Advanced Shipment Dates to Warehouse (GES)	1/8/19 - 2/6/19	<input type="checkbox"/>
Direct Shipment Dates to Show Site (GES)	2/9/19 - 2/11/19	<input type="checkbox"/>
Official Small Package Carrier (Airway Freight)	2/9/19 – 2/11/19	<input type="checkbox"/>
Material Handling Services Order Form (GES).....	January 21, 2019	<input type="checkbox"/>
Pre-Printed Bill of Lading & Outbound Label Requests (GES)	January 21, 2019	<input type="checkbox"/>
Freight Service Questionnaire (GES)	January 21, 2019	<input type="checkbox"/>
Freight Machinery Service Questionnaire (GES)	January 21, 2019	<input type="checkbox"/>
Skid Accessible Storage Order Form (GES).....	January 21, 2019	<input type="checkbox"/>
International Airway Freight Form.....	January 21, 2019	<input type="checkbox"/>
Request For Variance To Assigned Target Time (GES).....	January 21, 2019	<input type="checkbox"/>



<u>LABOR & EQUIPMENT</u>		
Installation & Dismantling Order Form (GES)	January 21, 2019	<input type="checkbox"/>
In-Booth Lift & Labor Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Equipment Painting Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Heavy Equipment Cleaning Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Cleaning Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Hanging Sign Order Form (GES).....	January 21, 2019	<input type="checkbox"/>
<u>BOOTH FURNISHING RENTAL</u>		
Carpet Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Furniture & Accessories Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Furniture Package Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Specialty Furniture Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Convenience Package Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Standard Exhibit System Order Form (GES)	January 21, 2019	<input type="checkbox"/>
Graphics & Signage Order Form (GES)	January 21, 2019	<input checked="" type="checkbox"/>
<u>GES FORMS</u>		
EAC Registration (GES)	January 12, 2019	<input type="checkbox"/>
Payment/Credit Card Change Authorization Form (GES)	January 21, 2019	<input type="checkbox"/>
Domestic Third Party Billing Request (GES)	January 21, 2019	<input type="checkbox"/>
Booth Layout Form (GES)	January 21, 2019	<input type="checkbox"/>