



ACRL 2019 Conference

Exhibit Dates: April 10 - 12

Conference Dates: April 10 - 13

Huntington Convention Center of Cleveland • Cleveland, OH

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates for the various vendors indicated below.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Monday, January 28	Early Bird Discount Lead Retrieval Order Form to Experient	_____
Wednesday, February 13	Final Discount Deadline Lead Retrieval Order Form to Experient	_____
Monday, February 25	Pre-registered Attendee List Order Form to ACRL	_____
Wednesday, February 27	Exhibitor Badge Registration Due	_____
Wednesday, March 6	Advance Freight may begin arriving at GES Warehouse	_____
Sunday, March 10	Notice of Intent to Use Exhibitor-Appointed Contractor to GES	_____
Monday, March 11	Hanging Sign / Truss Labor Order Forms to PSAV	_____
Monday, March 11	Booth Cleaning Order Form to HCCC	_____
Friday, March 15	Audio Visual Form to Datasis	_____
Friday, March 15	Computer Rental Order Form to Datasis	_____
Friday, March 15	Floral order form to Urban Jungle	_____
Tuesday, March 19	Payment and Credit Card Charge Authorization Form to GES	_____
Tuesday, March 19	Third Party Billing Request Form to GES	_____
Tuesday, March 19	Transportation Plus and Material Handling Order Form to GES	_____
Tuesday, March 19	Cartload Service Order Form to GES	_____
Tuesday, March 19	GES Logistics Material Handling and Shipping Form to GES	_____
Tuesday, March 19	Pre-Printed Outbound Material Handling Request Form to GES	_____
Tuesday, March 19	Carpet Order Forms to GES	_____
Tuesday, March 19	Furniture and Accessories Order Forms to GES	_____
Tuesday, March 19	Furniture Package Order Form to GES	_____
Tuesday, March 19	Specialty Furniture Order Forms to GES	_____
Tuesday, March 19	Standard Exhibit System Order Form to GES	_____
Tuesday, March 19	Graphics and Signage Order Form to GES	_____
Tuesday, March 19	Installation and Dismantling Order Form to GES	_____
Tuesday, March 19	In-Booth Forklift and Labor Order Form to GES	_____
Wednesday, March 20	Electrical form to Elden	_____
Wednesday, March 20	Exhibitor Ordering Guide Forms Due (Internet, etc).	_____
Wednesday, March 27	Catering form to Convention Center	_____
Thursday, April 4	Last Day for Advance Freight to GES Warehouse	_____
Tuesday, April 9	First Day for Direct Shipments to Convention Center	_____