



## REMINDERS

Process Expo offers show information and order forms in GES Expresso online.

[GES Expresso](#)

The freight service questionnaire is required.

[Freight Service Questionnaire](#)

Review and reserve sponsorship opportunities to maximize your visibility.

[Sponsorship Opportunities](#)

Unlimited drayage only applies to Direct-to-Site shipments.

[Shipping to the Show](#)

Lead retrieval equipment is available through Maritz Global Events.

[Lead Retrieval](#)

Use your Exhibitor Dashboard to complete company listing and marketing through Feathr.

[Exhibitor Dashboard](#)

Exhibitor promotional materials are available online.

[Exhibitor Promotional Materials](#)

Book your hotel stay for yourself and booth staff members, during your registration process.

[Hotel Reservation](#)

Take note of important show information, such as dates, times and best practices.

[Show Information](#)



## CHECKLIST

<u>Order Form</u>	<u>Deadline Date</u>	✓
Visitor Brochure Ads	June 11, 2021	<input type="checkbox"/>
Exhibitor Appointed Contractor	August 20, 2021	<input type="checkbox"/>
eventBit Lead Retrieval Discount	August 24, 2021	<input type="checkbox"/>
Booth Event Request Form	August 27, 2021	<input type="checkbox"/>
Booth Variance Request Form		<input type="checkbox"/>
Company Listing	September 1, 2021	<input type="checkbox"/>
Show Guide Ads		<input type="checkbox"/>
Onsite Sponsorship Opportunities		<input type="checkbox"/>
eventBit Lead Retrieval Next Level Pricing	September 28, 2021	<input type="checkbox"/>
Warehouse Deliveries	Receiving Begins: September 24, 2021	<input type="checkbox"/>
	Deadline: October 25, 2021	<input type="checkbox"/>
Direct Shipping to Exhibit Site	Receiving Begins: October 28, 2021	<input type="checkbox"/>
	Deadline: November 1, 2021	<input type="checkbox"/>
REQUIRED - Freight Questionnaire	October 7, 2021	<input type="checkbox"/>
GES Orders - Exhibit package, furnishings, special signage, carpet, booth labor, forklift		<input type="checkbox"/>
GES - Electrical, Compressed Air, Water, Drain & Gas		<input type="checkbox"/>
Electrical Order Form		<input type="checkbox"/>
Telecommunications, Cable & Internet	October 13, 2021	<input type="checkbox"/>
eventBit Lead Retrieval Last Chance to Order	October 26, 2021	<input type="checkbox"/>
Catering	October 28, 2021	<input type="checkbox"/>

**For more information please reference the Exhibitor Services Manual by clicking here.**