



Deadline Dates

The following **DEADLINES** represent important reminder dates, or the last day that orders must be received with payment, to be eligible for **discounted rates**. Always check specific order forms for final deadlines.

ACTION ITEM		DONE
Thursday, February 15	CDS Lead Retrieval Order Form – Early Bird Discount	
Friday, March 1	Drawings, Plans, Renderings for Booths 20 ft. by 20 ft. or Larger	
Tuesday, March 26	First Day for Freight Shipments and Hanging Sign at Advance Warehouse	
Thursday, March 28	CDS Lead Retrieval Order Form – Advance Rate	
Monday, April 1	Exhibitor Appointed Contractor (EAC) Form & Certificate of Insurance	
Saturday, April 6	Eco Exhibit Systems & Packages	
Wednesday, April 10	GES Furnishings / Carpet / Signs / Rental Exhibits Order Forms	
Wednesday, April 10	GES Electrical Form/ Plumbing/Compressed Air/Anchoring	
Wednesday, April 10	GES Installation & Dismantle Labor Order Form	
Variable cut-off dates	Deadline to Reserve Housing – Specific Hotel Deadline Dates are Available Here: https://www.automateshow.com/travel/hotels	
Tuesday, April 16	Wi-Fi & Internet	
Monday, April 22	Convention Data Services (CDS) Exhibitor Badge Ordering	
Weds, April 24 th – 2:30 pm	Last Day to Receive Hanging Sign Shipments at Advance Warehouse	
Weds, April 24 th – 2:30 pm	Last Day to Receive Freight Shipments at Advance Warehouse	
Tuesday, April 30	OVG Food & Beverage Services – Increases and/or New Orders Made Within 3 Business Days of Show Subject to 20% Additional Fee	
Wednesday, May 1	First Day for Direct Shipments to Convention Center (Targeted only) Refer to the Show Schedule and Targeted Floor Plan for Your Correct Move-in Date and Time.	
Saturday, May 4	First Day for POV Unloading - 8:00am-4:30pm (Last Car at 4:00pm)	