



JACOB K. JAVITS CONVENTION CENTER

May 17-20, 2014

EXHIBITOR CHECKLIST

WHAT TO DO AND WHEN TO DO IT

THINGS TO DO OR ORDER	DEADLINE DATE – DISCOUNTS APPLY	DATE COMPLETED
GLM FORMS		
Carpeting	April 11, 2014	
Exhibitor Appointed Contractor	April 11, 2014	
Music In Booths	April 11, 2014	
On-Site Contact Form	April 11, 2014	
GES FORMS		
Wall Panel Extensions (requires approval)	April 23, 2014	
Custom Sign	April 23, 2014	
Furnishings	April 23, 2014	
GES Payment Policy Information	April 23, 2014	
Hanging Signs	April 23, 2014	
In Booth Forklift	April 23, 2014	
Labor	April 23, 2014	
Third Party Billing	April 23, 2014	
JAVITS FORMS		
Cleaning	May 2, 2014	
Electrical Service	May 2, 2014	
JKJCC Payment Policy Information	May 2, 2014	
Telecommunications	May 2, 2014	
MISCELLANEOUS		
Exhibitor Badges (online through exhibitor center)	May 9, 2014	
Hotel/Travel Information	April 2, 2014	
Insurance	May 2, 2014	
Lead Retrieval (early bird)	March 24, 2014	
Shipments Direct to Showsite	Refer to Target Floor Plan	
Shipments to Warehouse	April 10 – May 9, 2014	

**THE FOLLOWING FORMS HAVE NO DEADLINES
ORDER EARLY TO GUARANTEE SERVICE**

THINGS TO DO OR ORDER	DATE COMPLETED
Audio Visual	
Computer/Business Machines	
Floral Service	
International Shipments	
Photographer	