



May 18-21, 2014 + Javits Center, NYC

EXHIBITOR CHECKLIST**WHAT TO DO AND WHEN TO DO IT**

THINGS TO DO OR ORDER	DEADLINE DATE DISCOUNTS APPLY*	DATE COMPLETED
GLM		
Best New Product Entry Deadline	April 16, 2014	
Exhibitor Appointed Contractor	April 11, 2014	
Hardwall Booth Package	May 1, 2014	
Helium Balloon Request	April 11, 2014	
Music Request	April 11, 2014	
Show-Site Contact Information	April 11, 2014	
Wastebasket Request	April 15, 2014	
GES		
Carpet Form	April 24, 2014*	
Furnishings & Accessories	April 24, 2014*	
Graphics & Signs	April 24, 2014*	
Hanging Sign / Truss Labor	April 24, 2014*	
Installation & Dismantle	April 24, 2014*	
Payment and Credit Card Charge Authorization	April 24, 2014	
Pre-Printed Outbound Material Handling Request	April 24, 2014*	
Rental Exhibits	April 24, 2014*	
Third Party Authorization	April 24, 2014*	
Transportation Plus & Material Handling Form	April 24, 2014	
JAVITS		
Booth Catering	May 3, 2014	
Cleaning	May 3, 2014	
Electrical Service	May 3, 2014	
Telecommunications Service	May 3, 2014	
MISCELLANEOUS		
Exhibitor Badges (on-line thru Exhibitor Center)	May 9, 2014	
Exhibitor Insurance	May 1, 2014	
Foam Board (<i>early bird rate</i>)	April 10, 2014*	
Height Limitations	April 11, 2014	
Lead Retrieval (<i>early bird rate</i>)	March 24, 2014*	
SHIPPING		
International Freight Shipments	See form for deadlines	
Shipments Direct to Showsite	See freight target schedule	
Shipments to Warehouse	May 12, 2014*	

NO DEADLINES FOR THE FOLLOWING - ORDER EARLY TO GUARANTEE SERVICE/RATE

THINGS TO DO OR ORDER	DATE COMPLETED
Audio Visual	
Computer/Office Machines	
Display Cases	
Floral	
Hotel & Travel	
Photographer	