



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 various vendors indicated below.

| <u>Deadline Date</u>        | <u>Action Item</u>  | <u>Done</u> |
|-----------------------------|---|-------------|
| <b>Monday, October 7</b>    | <b>Group Housing Reservations Deadline</b>                        | _____       |
| Friday, October 11          | Virtual Tote Bag Insert Application to AES                        | _____       |
| Friday, October 11          | 1 <sup>st</sup> Discount Deadline for Experient Lead Retrieval    | _____       |
| Saturday, October 26        | 2 <sup>nd</sup> Discount Deadline for Experient Lead Retrieval    | _____       |
| <b>Friday, November 1</b>   | <b>Advance Freight may begin arriving at GES Warehouse</b>        | _____       |
| Friday, November 1          | Meeting Room Request Form to AES                                  | _____       |
| <b>Friday, November 1</b>   | <b>Online Exhibitor Badge Registration Deadline</b>               | _____       |
| Monday, November 4          | Passport to Prizes Form to Corcoran Expositions                   | _____       |
| Tuesday, November 5         | Notice of Intent to use Exhibitor-Appointed Contractor to GES     | _____       |
| Friday, November 8          | Door Drop Approval to Convention Communications                   | _____       |
| <b>Tuesday, November 12</b> | <b>Individual Housing Reservations Deadline through Experient</b> | _____       |
| Wednesday, November 13      | Telephone, Internet and Network Services Order Form to Smart City | _____       |
| Thursday, November 14       | Transportation Plus & Material Handling Form to GES               | _____       |
| Thursday, November 14       | Pre-Printed Outbound Material Handling Request to GES             | _____       |
| Thursday, November 14       | Carpet and Carpet Package Order Forms to GES                      | _____       |
| Thursday, November 14       | Furniture & Accessories Order Form to GES                         | _____       |
| Thursday, November 14       | Furniture Package Order Form to GES                               | _____       |
| Thursday, November 14       | Specialty Furniture Order Form to GES                             | _____       |
| Thursday, November 14       | Convenience Package Order Form to GES                             | _____       |
| Thursday, November 14       | Standard Exhibit System Order Form to GES                         | _____       |
| Thursday, November 14       | Graphics and Signage Order Form to GES                            | _____       |
| Thursday, November 14       | Installation & Dismantling Order Form to GES                      | _____       |
| Thursday, November 14       | Key Information / Supervised Labor Checklist to GES               | _____       |
| Thursday, November 14       | In-Booth Forklift & Labor Order Form to GES                       | _____       |
| Thursday, November 14       | Hanging Sign / Truss Labor Order Form to GES                      | _____       |
| Thursday, November 14       | Cleaning Order Form to GES  | _____       |
| Thursday, November 14       | Payment and Credit Card Charge Authorization to GES               | _____       |
| Thursday, November 14       | Third Party Billing Request to GES                                | _____       |
| Thursday, November 14       | Booth Layout Form to GES  | _____       |
| Thursday, November 14       | Floral Order Form to Convention Foliage Unlimited                 | _____       |
| Thursday, November 14       | Catering deadline to avoid 21% surcharge                          | _____       |
| Friday, November 15         | Electrical Service and Utilities Order Forms to Hi-Tech Electric  | _____       |
| Friday, November 15         | Giveaway Approval Form to Corcoran Expositions                    | _____       |

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|-----------------------------|---|-------|
| Friday, November 22         | Audio Visual Order Form to VAE  | _____ |
| Tuesday, November 26        | Final deadline to pre-order Lead Retrieval                                | _____ |
| Tuesday, November 26        | Door Drop Materials to Convention Communications                          | _____ |
| <b>Monday, December 2</b>   | <b>Last Day for Advance Freight to GES Warehouse</b>                      | _____ |
| <b>Thursday, December 5</b> | <b>First Day Direct Shipments may begin arriving at Convention Center</b> | _____ |