

# Exhibitor Deadline Checklist

## Las Vegas Convention Center & Las Vegas Hilton

**These deadlines are the LATEST a form can be returned in order to receive discount rates!**

Order Deadline	Action Item	Section	Ordered
<b>ASAP</b>	Deadlines and order forms for additional services such as Floral, Photography, Catering, Bus Charters, Restaurant Reservations, Exhibitor Insurance, and Models can be found in the Supplemental Services section of your manual.	Show Services	<input type="checkbox"/>
<b>ASAP</b>	Make your travel arrangements early to receive the best rates and availability possible, <a href="http://www.CESweb.org/attendees/travel">www.CESweb.org/attendees/travel</a>	Hotel, Travel and Transportation	<input type="checkbox"/>
<b>September 2011</b>	Exhibitor Manuals is available online: <a href="http://www.CESweb.org/manual">www.CESweb.org/manual</a>	N/A	
<b>November 7, 2011</b>	Early bird deadline for <a href="#">Catering orders</a> through Aramark – 15% discount	Show Services	<input type="checkbox"/>
<b>November 9, 2011</b>	<a href="#">Demonstration Room Layout and Order Form</a> . (Necessary for those exhibitors who have purchased a sound room / demonstration room package from CES)	Meeting and Demonstration Rooms	<input type="checkbox"/>
<b>November 16, 2011</b>	Deadline for GES <a href="#">"Sure Price" Electrical Billing Request Form</a>	GES Carpet & Booth Order Forms	<input type="checkbox"/>
<b>November 29, 2011</b>	<a href="#">Advance Shipments</a> may begin arriving at the warehouse.	Shipping & Material Handling	<input type="checkbox"/>
<b>November 29, 2011</b>	Second early bird deadline for <a href="#">Catering orders</a> with Aramark – 10% discount	Show Services	<input type="checkbox"/>
<b>December 6, 2011</b>	Deadline for Receiving CES Exhibitor <a href="#">Registration</a> Badges by Mail	Exhibitor Registration	<input type="checkbox"/>
<b>December 9, 2011</b>	EAC Paperwork: Notification to use Exhibitor Appointed Contractor (EAC), EAC Agreement, Certificate of Insurance (visit <a href="http://www.CESweb.org/EAC">www.CESweb.org/EAC</a> or <a href="http://www.CESweb.org/MyEAC">www.CESweb.org/MyEAC</a> ).	Exhibitor Appointed Contractors	<input type="checkbox"/>
<b>December 12, 2011</b>	Deadline for <a href="#">Security Service Orders</a>	Booth Security	<input type="checkbox"/>
<b>December 12, 2011</b>	Discount Deadline for <a href="#">Smart City Telephone, Network Service and Coax Cable Services</a> (LVCC exhibitors only). <b>Notify Smart City about your plans for wireless Internet requirements!</b>	Electrical, Internet, Phone and Plumbing Services	<input type="checkbox"/>
<b>December 12, 2011</b>	Discount Deadline for GES Forms: <a href="#">Hanging Sign/Truss Orders</a> , <a href="#">Stagehand Labor</a> , <a href="#">Electrical Service/Labor</a> , Electrical Forklift, <a href="#">Lights Out Requests</a> , <a href="#">Lighting/Truss/Motorized Hoist</a> , <a href="#">Plumbing and Water Filling</a>	GES Info & Order Forms	<input type="checkbox"/>
<b>December 12, 2011</b>	Freeman A/V Order Forms: <a href="#">Audio/Visual Equipment</a>	Show Services	<input type="checkbox"/>
<b>December 21, 2011</b>	Discount Deadline for GES Order Forms: <a href="#">Material Handling</a> , <a href="#">Booth Furnishings/Carpet</a> , <a href="#">Installation and Dismantling Labor</a> , <a href="#">Graphics/Signage</a> , <a href="#">In-Booth Forklift</a> , <a href="#">Vehicle Placement</a> , <a href="#">Cleaning</a> , <a href="#">Exhibit System Rental</a> , Billing Information  Order online at <a href="http://www.ges.com/chat">www.ges.com/chat</a> .	GES Info & Payment  GES Carpet & Booth Order Forms	<input type="checkbox"/>
<b>December 21, 2011</b>	<b>Last Day for <a href="#">Advance Shipments</a> to arrive at the warehouse without surcharges</b>	Shipping & Material Handling	<input type="checkbox"/>
<b>December 21, 2011</b>	<a href="#">Encore Telephone/Network Service</a> (Hilton exhibitors only)	Electrical, Internet, Phone and Plumbing Services	<input type="checkbox"/>
<b>December 24-26, 2011</b>	GES Warehouse closed in observance of Christmas	N/A	<input type="checkbox"/>
<b>January 1, 2012</b>	GES Warehouse will be closed in observance of New Years Day.	N/A	<input type="checkbox"/>
<b>January 7, 2012</b>	<b>Recommended Date for Product Deliveries Only.</b> Exhibitors can send display product anytime after their target move in date without incurring off-target charges, but for security purposes please wait until January 7.	N/A	<input type="checkbox"/>

**Check the Color-Coded [Target Freight Floorplan](#) for Your Designated Freight Arrival Day!**