

Exhibitor Deadline Checklist Venetian Exhibit Space

Order Deadline	Action Item	Manual Section
ASAP	Make your hotel reservations and travel arrangements early to receive the best rates and availability possible. Visit www.cesweb.org/hotelTravel/default.asp for details.	9
September 1, 2012	Exhibitor Manual is available online: www.cesweb.org/venetianmanual	N/A
October 1, 2012	Applicable exhibitors must submit their floor plans for approval to the Fire Marshal by October 1. To see if your booth requires approval, please refer to section six of the Venetian Exhibit Space Manual.	6
October 23, 2012	Experient attendee lead retrieval system/badge scanners discount deadline	1
November 19, 2012	Advance shipments may begin arriving at the GES warehouse	3
November 30, 2012	Deadline for security service orders	8
December 5, 2012	Deadline for receiving CES exhibitor registration badges by mail	1
December 7, 2012	EAC paperwork: Notification to use Exhibitor Appointed Contractor (EAC), EAC agreement, certificate of insurance	10
December 12, 2012	Freeman AV order forms: Audio visual equipment, computer/office equipment, cell phones	8
December 14, 2012	Deadline for complimentary hotel furnishings orders	8
December 17, 2012	Advance rate deadline for all SES services: Cleaning, electrical, telephone/Internet, plumbing, compressed air, water, rigging/hanging, truss/lighting rental, stagehand labor, electrical forklift	8
December 19, 2012	Discount deadline for GES order forms: Material handling, booth furnishings/carpet, installation and dismantling labor, graphics/signage, cleaning, exhibit system rental Last day to place online orders for GES services and equipment from www.ges.com/contact	5
December 21, 2012	Discount deadline for Venetian catering orders	8
December 24-25, 2012	GES warehouse closed in observance of Christmas	N/A
January 1, 2013	GES warehouse and all exhibit halls will be closed in observance of New Year's Day. No exhibitor activity will be allowed.	N/A
January 2, 2013	Online CES registration closes	1
January 2, 2013	Last day for advance shipments to arrive at the GES warehouse and be charged the advance rate for material handling. Shipments received after this date will be charged the direct to show site rate.	3 & 5
January 4-7, 2013	Hall D targeted move-in. Please refer to your target plans for your targeted move-in time.	3 & 5
January 5-7, 2013	Venetian Ballroom targeted move-in. Please refer to your target plans for your targeted move-in time.	3 & 5
January 6, 2013	Venetian Meeting Room move-in begins at 1 p.m.	3 & 5
January 7, 2013	Eureka Park move-in begins at 8 a.m.	3 & 5

Questions? Please contact [Gaiya Berube](#), CES operations manager. Have a great show!