

Exhibitor Deadline Checklist

Venetian Exhibit Suites

Deadline	Action Item	Manual Section
ASAP	Review the deadlines on this checklist and other services such as floral, catering, and bus charters under section four of your Exhibitor Manual	4
ASAP	Make your hotel reservations early to receive the best rates and availability possible	7
September 1, 2012	Exhibitor Manual is available online: http://www.cesweb.org/venetianmanual	N/A
October 23, 2012	Experient attendee lead retrieval system/badge scanners (early bird/rate discount deadline!)	4
November 1, 2012	Deadline to submit credit card authorization/bed removal notification form	3
November 1, 2012	Deadline to submit request forms and diagrams to have furniture moved within your suite	3
November 1, 2012	Discount deadline to order dedicated T-1 service (there is an existing \$15.95/day standard Internet connection; please see this order form for further details)	4
November 1, 2012	Deadline to submit cleaning services order form	4
November 1, 2012	Deadline to submit multiple guest authorization form	4
November 1, 2012	Advance rate deadline for Venetian catering orders and all other in-suite hospitality and meeting services requirements	4
November 19, 2012	Advance shipments may begin arriving at the GES warehouse	6
November 30, 2012	Discount deadline for ordering security services for your suite	4
December 5, 2012	Deadline for receiving CES exhibitor registration badges by mail	2
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	5
December 19, 2012	Discount deadline for GES order forms: Material handling, installation and dismantling labor, graphics/signage, billing information	6
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 is permitted	N/A
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.	6
January 2, 2013	Online CES registration closes	1
January 6, 2013	You will have access to your exhibit suite beginning at 8 a.m.	5

Questions?

Please email [Gaiya Berube](mailto:Gaiya.Berube@cesweb.org), CES operations manager, or call 703-907-7685.
Have a great show!