

2014 International CES® Exhibitor Deadline Checklist

Tuesday, January 7-Friday, January 10, 2014 | Las Vegas, NV

Deadline	Venue	Vendor	Due Date
Meeting Room Addendum	All Venues		ASAP
Signed Rigging Addendum	Central Hall	Freeman	ASAP
HPA Share Form (if applicable)	Venetian		Tuesday, October 01, 2013
Directory Listing and logo for printed Official Show Directory	All Venues	MapYourShow	Friday, October 11, 2013
Catering orders- 15 percent early bird discount	LVCC	Aramark	Monday, October 28, 2013
Official CES Preshow Planner ad materials due	All Venues	CTPG	Thursday, October 31, 2013
Submit floorplans to the LVCC Fire Marshall for approval	All Venues		Thursday, October 31, 2013
Multiple guest authorization form	Venetian Exhibit Suites	Venetian Facility Services	Friday, November 01, 2013
Cleaning request form	Venetian Exhibit Suites	Venetian Facility Services	Friday, November 01, 2013
Credit card authorization/bed removal notification form	Venetian Exhibit Suites	Venetian Facility Services	Friday, November 01, 2013
Suite floorplan and furniture movement form	Venetian Exhibit Suites	Venetian Facility Services	Friday, November 01, 2013
Internet and telecomm orders	Venetian Exhibit Suites	Venetian Telecomm	Friday, November 01, 2013
Venetian in-suite dining	Venetian Exhibit Suites	Venetian In-Suite Dining	Friday, November 01, 2013
Multiple Guest Authorization Form	Venetian Suites		Friday, November 01, 2013
CES Unveiled NEW YORK - Last day accepting applications	Metropolitan Pavilion, NY	CES Sales	Friday, November 08, 2013
Advance warehouse shipment- first day receiving for all exhibitor freight	All Venues	Freeman	Monday, November 11, 2013
Request to change target freight date	All Venues	Freeman	Thursday, November 14, 2013
Official CES Digital Imaging/Photography Preshow Planner ad materials due	All Venues	CTPG	Thursday, November 14, 2013
Rigging- Preliminary plans for exhibitors 3,000 sq. ft. or greater	LVCC	Freeman	Friday, November 15, 2013
Official CES Show Guide and Official CES Directory ad materials due	All Venues	CTPG	Tuesday, November 19, 2013
Catering orders- 10 percent advance purchase discount	LVCC	Aramark	Thursday, November 28, 2013
Lead retrieval- early bird discount	All Venues	ITN	Friday, November 29, 2013
Rigging- Final plans for exhibitors 400 sq. ft. or greater	LVCC	Freeman	Friday, November 29, 2013
Internet and telecomm orders	LVCC	Smart City	Saturday, November 30, 2013
Security service orders	Venetian Exhibit Space	COP Security	Sunday, December 01, 2013
Hanging sign orders	LVCC	Freeman	Monday, December 02, 2013
Official CES Daily ad materials due	All Venues	TWICE	Wednesday, December 04, 2013
Security services orders	All Venues	SOA Security	Friday, December 06, 2013
Exhibitor Insurance	All Venues	John Buttine Inc.	Friday, December 06, 2013
Pro-TECT security orders	All Venues	Pro-TECT Security	Monday, December 09, 2013
Exhibitor-appointed contractor (EAC) registration	All Venues	CEA	Monday, December 09, 2013
Vehicle placement order	All Venues	Freeman	Monday, December 09, 2013
Standard and specialty furnishings orders	All Venues	Freeman	Monday, December 09, 2013
Carpet orders	All Venues	Freeman	Monday, December 09, 2013
Labor orders	All Venues	Freeman	Monday, December 09, 2013
Exhibits and accessories orders	All Venues	Freeman	Monday, December 09, 2013
Freeman A/V equipment and labor orders	All Venues	Freeman AV	Monday, December 09, 2013
CES Meeting Place furniture and wall orders	CES Meeting Place	Freeman	Monday, December 09, 2013
Electrical orders	LVCC	Freeman	Monday, December 09, 2013
Hanging sign	LVH	Encore	Monday, December 09, 2013
Complimentary hotel furnishings for meeting rooms	Venetian Exhibit Space	Venetian Facility Services	Friday, December 13, 2013
Electrical orders	LVH	TSE Electrical	Tuesday, December 17, 2013
Internet, phone, electrical orders	Venetian Exhibit Space	SES	Tuesday, December 17, 2013
Hanging signs	Venetian Exhibit Space	SES	Tuesday, December 17, 2013
Cleaning	Venetian Exhibit Space	SES	Tuesday, December 17, 2013
Advance warehouse deadline- LVCC/LVH exhibitor freight	LVCC/LVH	Freeman	Wednesday, December 18, 2013
Receive onsite space selection date and time via FedEx	LVCC/LVH Exhibit Space/Venetian Ballroom	CES Sales	Wednesday, December 18, 2013
Catering orders	Venetian Exhibit Space	Venetian Catering	Sunday, December 22, 2013
Internet and telephone orders	LVH	Encore	Monday, December 23, 2013
CES Unveiled Las Vegas - Last day accepting applications	Mandalay Bay		Friday, December 27, 2013
Catering final orders	LVCC	Aramark	Saturday, December 28, 2013
Advance warehouse deadline- Venetian exhibitor freight	Venetian Exhibit Space	Freeman	Tuesday, December 31, 2013
Freeman warehouse deadline for Venetian exhibitor freight	Venetian Exhibit Suites	Freeman	Tuesday, December 31, 2013
Lead retrieval- preshow pricing	All Venues	ITN	Friday, January 03, 2014