

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
ASAP	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"/>
ASAP	Make your travel arrangements early to receive the best rates and availability possible, www.CESweb.org/attendees/travel	Hotel, Travel and Transportation	<input type="checkbox"/>
November 2, 2012	Early bird deadline for Catering orders through Aramark – 15% discount	Show Services	<input type="checkbox"/>
September 3, 2012	Exhibitor Manuals is available online: www.CESweb.org/manual	N/A	
November 15, 2012	Deadline for GES "Sure Price" Electrical Billing Request Form	GES Carpet & Booth Order Forms	<input type="checkbox"/>
November 19, 2012	Advance Shipments may begin arriving at the warehouse.	Shipping & Material Handling	<input type="checkbox"/>
November 25, 2012	Second early bird deadline for Catering orders with Aramark – 10% discount	Show Services	<input type="checkbox"/>
December 5, 2012	Deadline for Receiving CES Exhibitor Registration Badges by Mail	Exhibitor Registration	<input type="checkbox"/>
December 7, 2012	EAC Paperwork: Notification to use Exhibitor Appointed Contractor (EAC), EAC Agreement, Certificate of Insurance (visit www.CESweb.org/EAC or www.CESweb.org/MyEAC).	Exhibitor Appointed Contractors	<input type="checkbox"/>
December 10, 2012	Discount Deadline for GES Forms: Hanging Sign/Truss Orders, Stagehand Labor, Electrical Service/Labor, Electrical Forklift, Lights Out Requests, Lighting/Truss/Motorized Hoist, Plumbing and Water Filling	GES Info & Order Forms	<input type="checkbox"/>
December 12, 2012	Deadline for Security Service Orders	Booth Security	<input type="checkbox"/>
December 12, 2012	Discount Deadline for Smart City Telephone, Network Service and Coax Cable Services (LVCC exhibitors only). Notify Smart City about your plans for wireless Internet requirements!	Electrical, Internet, Phone and Plumbing Services	<input type="checkbox"/>
December 12, 2012	Freeman A/V Order Forms: Audio/Visual Equipment	Show Services	<input type="checkbox"/>
December 19, 2012	Discount Deadline for GES Order Forms: Material Handling, Booth Furnishings/Carpet, Installation and Dismantling Labor, Graphics/Signage, In-Booth Forklift, Vehicle Placement, Cleaning, Exhibit System Rental, Billing Information Order online at www.ges.com/chat .	GES Info & Payment GES Carpet & Booth Order Forms	<input type="checkbox"/>
December 19, 2012	Last Day for Advance Shipments to arrive at the warehouse without surcharges	Shipping & Material Handling	<input type="checkbox"/>
December 19, 2012	Encore Telephone/Network Service (LVH exhibitors only)	Electrical, Internet, Phone and Plumbing Services	<input type="checkbox"/>
December 25-26, 2012	GES Warehouse closed in observance of Christmas	N/A	<input type="checkbox"/>
January 1, 2013	Exhibit Floor and GES Warehouse will be closed in observance of New Years Day.	N/A	<input type="checkbox"/>
January 5, 2013	Recommended Date for Product Deliveries Only. 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!