

## 2014 International CES® LVCC Exhibitor Deadline Checklist

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

Deadline	Vendor	Due Date
Meeting Room Addendum	CES Sales	ASAP
Sign Central Hall Rigging Addendum	CES Sales	ASAP
Directory Listing and logo for printed Official Show Directory	MapYourShow	October 11
Catering orders- 15 percent early bird discount	Aramark	October 28
Official CES Preshow Planner ad materials due	CTPG	October 31
Submit floorplans to the LVCC Fire Marshall for approval	LVCC	October 31
Advance warehouse shipment- first day receiving for all exhibitor freight	Freeman	November 11
Request to change target freight date	Freeman	November 14
Official CES Digital Imaging/Photography Preshow Planner ad materials due	CTPG	November 14
Rigging- Preliminary plans for exhibitors 3,000 sq. ft. or greater	Freeman	November 15
Official CES Show Guide and Official CES Directory ad materials due	CTPG	November 19
Catering orders- 10 percent advance purchase discount	Aramark	November 28
Lead retrieval- early bird discount	ITN	November 29
Rigging- Final plans for exhibitors 400 sq. ft. or greater	Freeman	November 29
Internet and telecomm orders	Smart City	November 30
Hanging sign orders	Freeman	December 2
Official CES Daily ad materials due	TWICE	December 4
Security services orders	SOA Security	December 6
Exhibitor Insurance	John Buttine Inc.	December 6
Pro-tect security orders	Pro-tect Security	December 9
Exhibitor-appointed contractor (EAC) registration	CEA	December 9
Vehicle placement order	Freeman	December 9
Standard and specialty furnishings orders	Freeman	December 9
Carpet orders	Freeman	December 9
Labor orders	Freeman	December 9
Exhibits and accessories orders	Freeman	December 9
Freeman A/V equipment and labor orders	Freeman AV	December 9
CES Meeting Place furniture and wall orders	Freeman	December 9
Electrical orders	Freeman	December 9
Advance warehouse deadline - exhibitor freight	Freeman	December 18
Receive onsite space selection date and time via FedEx	CES Sales	December 18
Last day to order/change full menu items	Aramark	December 20
Catering final orders	Aramark	December 28
Lead retrieval- preshow pricing	ITN	January 3