

# Deadline Checklist

## Alexis Park

These deadlines are the **ABSOLUTE LATEST** a form can be returned in order to receive the advance discount rate.

DEADLINE	ACTION ITEM	SECTION	
September 1, 2004	Exhibitor Manuals are sent to officially contracted exhibitors. Online Exhibitor Manual downloads become available on <a href="http://www.CESweb.org/exhibitors/manual/">www.CESweb.org/exhibitors/manual/</a> .		
ASAP	Be sure to review all the deadlines on this checklist!  Order forms for supplemental services such as Floral, Photography, Bus Charters, and Restaurant Reservations can be downloaded from the online exhibitor manual at <a href="http://www.CESweb.org/exhibitors/manual/AP">www.CESweb.org/exhibitors/manual/AP</a> or contact Jeri Willingham at (319) 367-5787 phone, <a href="mailto:jbwillingham@lisco.com">jbwillingham@lisco.com</a> email.	Online at <a href="http://www.CESweb.org">www.CESweb.org</a>	<input type="checkbox"/>
ASAP	Make your hotel reservations and airline / car rental arrangements early to receive the best rates and availability possible. Visit <a href="http://www.CESweb.org/travel!">www.CESweb.org/travel!</a>	Hotel and Transportation	<input type="checkbox"/>
November 29, 2004	<b>Advance Shipments may begin arriving at the warehouse. Ship your crated freight in advance to receive complimentary material handling!</b>	Shipping & Material Handling	<input type="checkbox"/>
December 1, 2004	SOA Booth Security Service	Booth Security	<input type="checkbox"/>
December 3, 2004	Suite Cleaning Requests and Furniture Removal Forms	Suites Only	<input type="checkbox"/>
December 3, 2004	Request for Telephone	Show Utilities	<input type="checkbox"/>
December 3, 2004	Deadline for CES Exhibitor Registration / Receiving Badges by mail	Exhibitor Registration	<input type="checkbox"/>
December 6, 2004	ExpoExchange Attendee Lead Retrieval System / Badge Scanners	Supplemental Services	<input type="checkbox"/>
December 9, 2004	Discount Deadline for GES Order Forms: Electrical Service and Labor	GES Info and Order Forms	<input type="checkbox"/>
December 16, 2004	Discount Deadline for GES Order Forms: Showsite Material Handling, Booth Furnishings/Carpet, Installation and Dismantling Labor, Graphics/Signage, Cleaning, Exhibit System Rental, and Billing Information.  Last day to place online orders for GES services and equipment from <a href="http://www.gesinterkit.com">www.gesinterkit.com</a> .	GES Info and Order Forms	<input type="checkbox"/>
December 30, 2005	<b>Last Day for Advance Shipments to arrive at the warehouse without surcharges</b>	Shipping & Material Handling	<input type="checkbox"/>
January 3, 2005	Online CES Registration Closes	Exhibitor Registration	
January 4, 2005	Exhibitors check-in and installation begins at 2:00 p.m.	Installation and Dismantling	
January 5, 2005	All exhibitor displays must be completely set up by 6:00 p.m.	Installation and Dismantling	