

Exhibitor Deadline Checklist

Venetian Exhibit Space

Questions?

Please contact Gaiya Berube, CES operations manager, at 703-907-7685 or gberube@CE.org. Have a great show!

Order Deadline	Action Item	Section	Ordered
ASAP	Make your hotel reservations and airline / car rental arrangements early to receive the best rates and availability possible. Visit www.cesweb.org/hotelTravel/default.asp for details.	9	<input type="checkbox"/>
September 1, 2011	Exhibitor Manual is available online: http://www.cesweb.org/exhibitors/showPlanning/venetian-show-planning.asp	N/A	
October 1, 2011	Applicable exhibitors must submit their floor plans for approval to the Fire Marshal by October 1. To see if your booth requires approval, please refer to the Venetian Exhibitor Manual section 6.	6	<input type="checkbox"/>
November 21, 2011	Advance shipments may begin arriving at the GES warehouse	3	<input type="checkbox"/>
November 30, 2011	Deadline for security service orders	8	<input type="checkbox"/>
December 2, 2011	Deadline for complimentary hotel furnishings orders	8	<input type="checkbox"/>
December 7, 2011	Deadline for receiving CES exhibitor registration badges by mail	5	<input type="checkbox"/>
December 9, 2011	EAC paperwork: notification to use Exhibitor Appointed Contractor (EAC), EAC agreement, certificate of insurance	10	<input type="checkbox"/>
December 12, 2011	Experient attendee lead retrieval system / badge scanners (early bird/rate discount deadline!)	1	<input type="checkbox"/>
December 16, 2011	Discount deadline for Venetian catering orders	8	<input type="checkbox"/>
December 20, 2011	Advance rate deadline for all SES services to include: Cleaning, electrical services, telephone/Internet service, plumbing, compressed air, water, rigging/hanging truss/lighting rental, stagehand labor, electrical forklift	8	<input type="checkbox"/>
December 21, 2011	Discount deadline for GES order forms: Material handling, booth furnishings/carpet, installation and dismantling labor, graphics/signage, cleaning, exhibit system rental, billing information Last day to place online orders for GES services and equipment from www.ges.com/contact	5	<input type="checkbox"/>
December 20, 2011	Freeman A/V order forms: Audio/visual equipment, computer/office equipment, cell phones	8	<input type="checkbox"/>
December 24-26, 2011	GES warehouse closed in observance of Christmas	N/A	
December 29, 2011	Online CES registration closes	1	
January 1, 2012	GES warehouse and all exhibit halls / facilities will be closed in observance of New Years Day. No exhibitor activity will be allowed.	N/A	
January 2, 2012	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	3 & 5	
January 8, 2012	Hall D exhibitors 400 sq ft or larger will have access to their booths at 8 a.m. Hall D exhibitors less than 400 sq ft will have access to their booths at 1 p.m.	3 & 5	
January 8, 2012	Venetian meeting room exhibitors and Venetian Ballroom exhibitors will have access to their assigned meeting room(s) beginning at 1 p.m.	3 & 5	