

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.	Supplemental 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"/>
August 2009	Exhibitor Manuals is available online: www.CESweb.org/manual	N/A	
November 6, 2009	Deadline for GES "Sure Price" Electrical Billing Request Form	GES Carpet & Booth Order Forms	<input type="checkbox"/>
November 9, 2009	Demonstration Room Layout and Order Form. (Necessary for those exhibitors who have purchased a sound room / demonstration room package from CES)	Meeting and Demonstration Rooms	<input type="checkbox"/>
November 30, 2009	Deadline for Security Service Orders	Booth Security	<input type="checkbox"/>
November 30, 2009	Advance Shipments may begin arriving at the warehouse	Shipping & Material Handling	<input type="checkbox"/>
December 1, 2009	Encore Productions Order Forms: Audio/Visual Equipment, Computer/Office Equipment, Cell Phones	Supplemental Services	<input type="checkbox"/>
December 4, 2009	Experient Attendee Lead Retrieval System	Supplemental Services	<input type="checkbox"/>
December 7, 2009	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!	LVCC/Hilton Show Utilities	<input type="checkbox"/>
December 7, 2009	Deadline for Receiving CES Exhibitor Registration Badges by Mail	Exhibitor Registration	<input type="checkbox"/>
December 7, 2009	Priority Networks Telephone/Network Service (Hilton exhibitors only)	LVCC/Hilton Show Utilities	<input type="checkbox"/>
December 9, 2009	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 11, 2009	EAC Paperwork: Notification to use Exhibitor Appointed Contractor (EAC), EAC Agreement, Certificate of Insurance	Exhibitor Appointed Contractors	<input type="checkbox"/>
December 11, 2009	Discount Deadline for Cox Cable and HDTV service	COX	<input type="checkbox"/>
December 18, 2009	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/contact .	GES Info & Payment GES Carpet & Booth Order Forms	<input type="checkbox"/>
December 18, 2009	Last Day for Advance Shipments to arrive at the warehouse without surcharges	Shipping & Material Handling	<input type="checkbox"/>
December 25-26, 2009	GES Warehouse closed in observance of Christmas	N/A	<input type="checkbox"/>
January 1, 2010	GES Warehouse and all exhibit halls / facilities will be closed in observance of New Years Day. No exhibitor activity permitted.	N/A	<input type="checkbox"/>
January 3 & 4, 2010	GES will not unload freight or deliver furniture on these days. Labor, if required, must be ordered Friday morning and will be provided on an overtime basis.	N/A	<input type="checkbox"/>
January 4, 2010	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 5.	N/A	<input type="checkbox"/>

Check the Color-Coded Target Freight Floorplan for Your Designated Freight Arrival Day!