

# 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	
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 obtained from Jeri Willingham at <a href="mailto:jbwillingham@lisco.com">jbwillingham@lisco.com</a> or call (319) 367-5787	Supplemental Services	<input type="checkbox"/>
ASAP	Visit <a href="http://www.CESweb.org/hotel">www.CESweb.org/hotel</a> and make your hotel reservations and airline / car rental arrangements early to receive the best rates possible.	Hotel and Transportation	<input type="checkbox"/>
September 6, 2005	Exhibitor Manuals are sent to officially contracted exhibitors. Online Exhibitor Manual becomes available on <a href="http://www.CESweb.org/exhibitors/manual/">www.CESweb.org/exhibitors/manual/</a>		
November 28, 2005	<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, 2005	Security Services	Booth Security	<input type="checkbox"/>
December 2, 2005	Suite Cleaning Requests and Furniture Removal Forms	Suites Only	<input type="checkbox"/>
December 2, 2005	Alexis Park Request for Telephone	Show Utilities	<input type="checkbox"/>
December 2, 2005	Alexis Park Sleeping Room Request Form	Hotel / Travel	<input type="checkbox"/>
December 2, 2005	Notification of Special Material Handling Dismantling and Delivery of Oversized Pieces	Installation / Dismantling	<input type="checkbox"/>
December 5, 2005	Deadline for CES Exhibitor Registration / Receiving Badges by Mail	Exhibitor Registration	<input type="checkbox"/>
December 15, 2005	Discount Deadline for GES Order Forms: Electrical Service and Labor	GES Info and Order Forms	<input type="checkbox"/>
December 15, 2005	Discount Deadline for GES Order Forms & Online Ordering: Showsite Material Handling, Booth Furnishings/Carpet, Installation and Dismantling Labor, Graphics/Signage, Cleaning, Exhibit System Rental, and Billing Information	GES Info and Order Forms	<input type="checkbox"/>
December 23-26, 2005	GES Warehouse and offices are closed in observance of Christmas		
December 29, 2005	<b>Last Day for Advance Shipments to arrive at the warehouse without surcharges</b>	Shipping & Material Handling	<input type="checkbox"/>
December 30, 2005	Deadline for ordering the ExpoExchange Lead Retrieval System	Supplemental Services	<input type="checkbox"/>
December 30, 2005	Online CES Registration Closes	Exhibitor Registration	
January 3, 2006	Exhibitors check-in and installation begins at 2 p.m.	Installation and Dismantling	
January 4, 2006	All exhibitor displays must be completely set up by 6 p.m.	Installation and Dismantling	