



## Important Dates & Deadlines

<u>Date</u>	<u>Action Item</u>	<u>Completed</u>
September 15	Lead Retrieval Order deadline (Early Rate)	
October 12	Company Description & Product Category Listing to be included in the conference guide due	
October 13	Catering Menu due	
October 13	Lead Retrieval Order (Advance Rate) deadline	
October 19	First Day for shipments to Arrive at the GES Warehouse	
October 13	Notice of Intent to Use Exhibitor Appointed Contractor (EAC) & Third Parties Form deadline. Submit to GES.	
October 21	MGM Grand Hotel group/individual reservation deadline	
October 24	Audio/Visual, Cleaning, Electrical, Floral, Internet, Lighting & Plumbing order discount deadline (Advance Rate)	
October 27	Catering final menu due	
October 28	GES Services discount deadline (Booth furnishing, carpet, material handling, labor, etc.)	
October 28	Exhibitor Appointed Contractor (EAC) Certificate of Insurance deadline. Submit to GES.	
November 4	Catering Guaranteed Counts Due	
November 8	Last day for shipments to arrive at the GES Warehouse	
November 13	First Day Direct to show site shipments may arrive at the MGM Grand	
November 14 @ 3:30 pm	Exhibitor booths & Imagination Way must be set for Show Mgmt. walk through	
November 15 @ 6:00 pm	Carrier Check-in Deadline for Outbound Shipments	