

DEADLINE CHECKLIST

Check carefully to see if the services you require have a deadline for submission and/or discounted rates (*marked with an asterisk).

| DUE DATE & ITEM | RETURN TO |
|--|-----------------------|
| IMMEDIATELY | |
| <input type="checkbox"/> Manual Receipt and Set Up Questionnaire | HFTP |
| <input type="checkbox"/> Proof of liability insurance coverage for Exhibitor Appointed Contractors | HFTP |
| <input type="checkbox"/> Submit plans for covered or multi-level displays for review and approval | HFTP |
| April 11 | |
| <input type="checkbox"/> Enter company listing for Online Buyer's Guide | HFTP - Online Process |
| April 29 | |
| <input type="checkbox"/> Room Block Request Form for Hotel Reservations of 10+ rooms | HITEC Housing Bureau |
| May 2 | |
| <input type="checkbox"/> Booth Design & Activity Approval Form | HFTP |
| May 9 | |
| <input type="checkbox"/> Attendee Registration List Rental Order Form | HFTP |
| <input type="checkbox"/> Advertising Reservation/Contract | HFTP |
| May 12 | |
| <input type="checkbox"/> Booth Security Order Form* | MCCNO |
| May 16 | |
| <input type="checkbox"/> Notice of Intent to Use Exhibitor-Appointed Contractor Form | GES - Order Online |
| <input type="checkbox"/> Hanging Sign/Truss Labor Order Form (over 200 lbs and/or motorized)* | GES - Order Online |
| <input type="checkbox"/> Advertising Materials & Payment | HFTP |
| May 26 | |
| <input type="checkbox"/> Housing Requests | HITEC Housing Bureau |
| May 29 | |
| <input type="checkbox"/> Telephone/Cable Service Order Form* | MCCNO |
| <input type="checkbox"/> Internet-Network Service Order Form* | MCCNO |
| <input type="checkbox"/> Electrical Service Order Form* | MCCNO |
| May 31 | |
| <input type="checkbox"/> Booth Carpet Order Form* | GES - Order Online |
| <input type="checkbox"/> Furniture & Accessories Order Form* | GES - Order Online |
| <input type="checkbox"/> Specialty Furniture Order Form* | GES - Order Online |
| <input type="checkbox"/> Standard Exhibit System Order Form* | GES - Order Online |
| <input type="checkbox"/> Graphics & Signage Order Form* | GES - Order Online |
| <input type="checkbox"/> Exhibit Installation/Dismantling Order Form* | GES - Order Online |
| <input type="checkbox"/> In-Booth Forklift & Labor Order Form* | GES - Order Online |
| <input type="checkbox"/> Material Handling Order Form* | GES - Order Online |
| <input type="checkbox"/> Booth Cleaning Order Form* | GES - Order Online |
| <input type="checkbox"/> Hanging Sign Labor Order Form (under 200 lbs/no motor)* | GES - Order Online |
| <input type="checkbox"/> Plant and Floral Rental Order Form * | Convention Foliage |
| June 3 | |
| <input type="checkbox"/> Lead Capture with Discount Pre-Order Form* (Order accepted until June 12) | SmartSource |
| <input type="checkbox"/> Audio Visual & Computer Rental Order Form* | SmartSource |
| <input type="checkbox"/> Booth Catering Order Form* | Levy Restaurants |
| June 10 | |
| <i>Last day for advance shipments to arrive at GES warehouse without surcharges is June 15.</i> | |