

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you up to 30% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you on-site at the show.

Due Date	✓ Completed	✓ Date Sent	Form	Table of Contents Location
Completed at Contract			Salon Option/Salon Size/Salon Header (completed when you signed your space contract)	
Immediately			Exhibitor Manual Reply & Emergency Contact Information Form	General Show Info
Immediately			Salon Specifications Info	GES Services
April 2			Jewelers Mutual Showcase Coverage Form	Additional Show Services
April 23			EAC Certificate of Insurance	General Show Info
April 26			Levin Showcases – additional showcases	Additional Show Services
April 27			Housing Deadline	Additional Show Services
April 28			Advance Shipments to Warehouse Begins	GES Services
May 3			Registration Deadline to receive badges in the mail	Additional Show Services
May 18			Salon Wall Divider Form (Salons larger than 10'x10')	GES Services
May 18			Salon Table Order Form	GES Services
May 18			Additional Lighting	GES Services
May 18			Additional Electrical Outlets	GES Services
May 18			Additional Furnishings	GES Services
May 18			Additional (GES)Showcases	GES Services
May 18			Advance Warehouse Deadline	GES Services
May 28			Private Security Guard	Security
May 29			Showsite Shipments (Private Ballrooms) (Targeted)	GES Services
June 1			Showsite Shipments Begins (8am-5pm) (Collection Floor)	GES Services
Pre-Show			Business Services	Additional Show Services
Pre-Show			Exhibitor Insurance Program	Additional Show Services
Pre-Show			Computer Rental	Additional Show Services
Pre-Show			Floral (Orders Must be received Pre-show)	Additional Show Services
Pre-Show			Telephone	Additional Show Services
Pre-Show			Internet	Additional Show Services