



DEADLINE CHECKLIST

- September 13 Exhibitor Appointed Contractor (EAC) Intent Form Due
- October 1 Final Program Exhibitor Profile Listing Due
- October 14 Island Booth Rendering Approval Forms Due
- October 14 Booth Activity Request Form Due
- October 14 Onsite Contact Information Form Due
- October 18 Shipments can begin arriving at the GES Advance Warehouse
- October 22 GES Advance Discount Deadline
- October 22 Cleaning Advance Discount Deadline
- October 22 Rigging/Services Advance Discount Deadline
- October 29 Utility Service Advance Discount Deadline
- October 29 Internet/Telephone Advance Discount Deadline
- October 31 Booth Catering
- November 5 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- November 13 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE AUSTIN CONVENTION CENTER AT 12:00 PM.** Shipments sent directly to the Austin Convention Center will not be accepted prior to this date.
- November 14 Exhibits **MUST** be set by 5:00 PM (unless you request a variance; please email shirley.harris@spargoinc.com)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.