



General Information

May 31-June 3, 2018 • Las Vegas Convention Center • Las Vegas, NV

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 40% 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 to the show.

Complete	Due Date	Order Form	Deadline From
	Immediately	Review Exhibitor Manual & Exhibitor Contact Information	Show Management
	Opens March 30	Exhibitor Badge Registration	Show Management
	March 30	Co-Exhibitor Application Form (to receive discounted rate)	Show Management
	March 30	Pay Balance Due (See Invoice)	Show Management
	April 6	Show Directory Ad Insertion	Show Management
	April 13	Order Safe Rental	Rolland Safe
	April 20	Show Directory Ad Creative	Show Management
	April 30	Discount Deadline for Showcase Orders	Atlantic Rentals
	May 3	Submit Certificate of Insurance	Show Management
	May 4	Private Security Guard	SOA Security
	May 7	Booth Share Application	Show Management
	May 10	Discount Deadline for Shepard Standard Orders	Shepard
	May 18	Order Lighting Package (On-Site Orders Not Guaranteed)	Show Management
	May 18	Order Additional Guest Passes or Postcards	Show Management