

## DEADLINES CHECKLIST

All Service Order Forms are available in the online Exhibitor Manual:  
<http://www.eforallexpo.com> under the exhibitor section

Due Date	Item Due	Contact
Ongoing, starting <b>In June</b>	EXHIBITOR REGISTRATION	Maureen McNeil   Registration Manager (508) 424-4850 Maureen_mcneil@idg.com
<b>August 14</b>	LEAD RETRIEVAL Early Bird Rate Deadline	Exhibitor Service Desk Registration Control Systems PO Box 910217   St. George, UT 84791 (800) 235-3332   (702) 920-8154
<b>September 5</b>	Last day for GROUP HOTEL RESERVATION	Ambassadors, LLC 240 Peachtree St., Suite 22-S-10 Atlanta, GA 30303 Tel: 800-241-0805   404-584-7458(Int'l) Fax: 404-584-0685 <a href="mailto:Eforall@ambassadors.com">Eforall@ambassadors.com</a> <a href="http://www.ambassadors.com">www.ambassadors.com</a>
<b>August 29</b>	ADVANCE SHIPMENTS may begin arriving at Warehouse:  (August 29 – September 25) (Mon – Fri, 8:00 am – 3:00 pm)	Company Name / Booth # E for All Expo c/o GES Exposition Services 5560 Katella Ave. Cypress, CA 90630
<b>September 1</b>	<b>SALES TAX FORM Due</b>  <i>MANDATORY FOR ALL EXHIBITORS, whether selling on show floor or not</i>	Mariella Ley   Operations Manager 703-383-3976 x 12   703-383-0983 Fax Mariella_ley@idg.com
<b>September 1</b>	Exhibitor Appointed Contractor (EAC):  EXHIBITOR FORM, CONTRACTOR FORM & INSURANCE CERTIFICATE Due	Mariella Ley   Operations Manager 703-383-3976 x 12   703-383-0983 Fax Mariella_ley@idg.com
<b>September 5</b>	Last day for INDIVIDUAL HOTEL RESERVATION	Ambassadors, LLC 240 Peachtree St., Suite 22-S-10 Atlanta, GA 30303 Tel: 800-241-0805   404-584-7458(Int'l) Fax: 404-584-0685 <a href="mailto:Eforall@ambassadors.com">Eforall@ambassadors.com</a> <a href="http://www.ambassadors.com">www.ambassadors.com</a>
<b>September 9</b>	GES EXHIBITOR SERVICES Advanced Order Deadline	GES Exposition Services (800) 475-2098   Toll Free, U.S. (866) 329-1437   Fax, U.S. (702) 515-5970   International (702) 263-1520   Fax, International <a href="http://www.ges.com/contact">www.ges.com/contact</a>

<b>September 12</b>	Electrical Plumbing Telecommunications Advanced Order Discount Date	LACC 1201 South Figueroa St. Los Angeles, CA 90015 Exhibitor Services Division 213-741-1151 x 5470 exhibitorservices@lacclink.com
<b>September 15</b>	Internet Network Service Order Form	showNets 12345 North 137 <sup>th</sup> Ave Scottsdale, AZ 85259 480-314-7716   480-314-7717 Fax
<b>September 23</b>	AV & Computers Rental Equipment	PSAV 925 Freeport Parkway, Suite 100 Copell, TX 75019 Trent Hotman   <a href="mailto:thotman@psav.com">thotman@psav.com</a> 800 - 966-4498   214-210-8153
<b>September 25</b>	Last Day for ADVANCE SHIPMENTS to Warehouse (without surcharges)  (August 29 – September 25) (Mon – Fri, 8:00 am – 3:00 pm)	Company Name / Booth # E for All Expo c/o GES Exposition Services 5560 Katella Ave. Cypress, CA 90630
<b>September 30</b>	DIRECT SHIPMENTS May begin arriving at Exhibit Site  (September 30 – October 2, 2008)	Company Name / Booth # E for All Expo 2008 c/o GES Exposition Services LACC 1201 South Figueroa St. Los Angeles, CA 90015
<b>October 2</b>	Last Day for DIRECT SHIPMENTS to arrive at Exhibit Site (September 30 – October 2, 2008)	Company Name / Booth # E for All Expo 2008 c/o GES Exposition Services LACC 1201 South Figueroa St. Los Angeles, CA 90015
<b>September 30 October 2</b>	EXHIBIT INSTALLATION  (Each day: 8:00 am – 6:00 pm)	LACC 1201 South Figueroa St. Los Angeles, CA 90015
<b>October 5-6</b>	EXHIBIT DISMANTLE  October 5: 4:00 pm – 8:00 pm October 6: 8:00 am – 5:00 pm	LACC 1201 South Figueroa St. Los Angeles, CA 90015