

CHECKLIST FOR SERVICES

√	Service	Order by for Discount	Tab
	Exhibit Hall Only VIP Passes	March 13th	Misc. Services
	Hotel & Travel Info	February 20th	Exhibitor Badges/Hotel Travel
	Electrical	February 24th	Electric/Internet/Tele phone
	Order Labor	February 24th	GES
	Booth Furniture	February 24th	GES
	Booth Carpet	February 24th	GES
	Special Signs	February 24th	GES
	Booth Cleaning	February 24th	GES
	Lead Retrieval	February 20th	Misc. Services
	Telephone/Internet	February 24th	Electric/Internet/ Telephone
	Audio Visual/Computer	February 25th	Misc. Services
	Advance Shipment to GES warehouse	Shipments to arrive before March 12th	GES
	Direct Shipment to Convention Center	Shipments to arrive direct on March 17th	GES
	Marketing Sponsorships	March 13th	Misc. Services