



General Information

Las Vegas Convention Center • May 30-June 3, 2019

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
	To Be Announced	Exhibitor Badge Registration Questions? Click here to email us	Experient
	March 2	Pay Balance Due (See Invoice)	Show Management
	April 19	Safe Rental Order	Rolland Safe
	April 24	Show Directory Ad Insertion	Show Management
	April 24	Show Directory Ad Creative	Show Management
	April 26	Private Security Guard	SOA Security
	April 26	Discount Deadline for Showcase Orders	Atlantic Rentals
	April 30	PREMIER X Designer Turnkey Booth Graphic Poster Artwork	Shepard
	May 9	Discount Deadline for Electrical Orders	Edlen
	May 9	Submit Certificate of Insurance	Show Management
	May 9	Discount Deadline for Shepard Standard Orders	Shepard