

DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The discount dates listed are the absolute latest that forms can be received to be considered an advance order and receive vendor discounts. We recommend you order all services before the dates listed.

DATE	ITEM	✓
Now!	Sponsorship Opportunities Available	
August 11, 2023	Booth Layouts / Diagrams Deadline	
August 25, 2023	Lead Retrieval/Badge Reader Early Bird Deadline	
September 4, 2023	<i>GEMS Warehouse & Office are Closed for Labor Day Holiday</i>	
September 8, 2023	Certificate of Insurance Due required for all exhibitors	
September 8, 2023	Notification of Intent to Use a Non-Official Contractor Due (EAC)	
September 11, 2023	Pre-registered Attendee List sale open for exhibitors (booths paid in full)	
September 15, 2023	Fort Ponchartrain Housing Deadline	
September 18, 2023	Advance Shipments: Warehouse Open	
September 18, 2023	Discount Deadline to Order Furniture, Rental Exhibits, Carpet, and	
September 18, 2023	Discount Deadline to Order Booth Installation and/or Dismantling Labor, Hanging Sign Labor, and Forklift Labor from GEMS	
September 19, 2023	Intl Shipping: Deadline for Arrival of LCL Sea Freight to Detroit Terminal	
September 26, 2023	Advance Audio-Visual Pricing Deadline	
September 27, 2023	Intl Shipping: Deadline for Arrival of FCL Sea Freight to Detroit port	
September 28, 2023	Detroit Marriott at Renaissance Center Housing Deadline	
September 28, 2023	Freeman Electrical Discount Deadline	
September 29, 2023	Lead Retrieval/Badge Reader Advanced Deadline	
October 3, 2023	Booth Cleaning Discount Deadline	
October 3, 2023	Internet, Plumbing & Compressed Air Orders Discount Deadline	
October 3, 2023	Sodexo Live Booth Catering	
October 4, 2023	Intl Shipping: Deadline for Arrival of Air Freight to Detroit (DTW) airport	
October 11, 2023	Advance Shipments: Last Day Warehouse Will Accept Freight	
October 19, 2023	Exhibit Dismantle & Move-out (4:00 PM – 10:00 PM)	
October 20, 2023	Exhibit Dismantle & Move-out (8:00 AM – 3:00 PM)	