



Checklist and Deadlines for Booth Constructors

	Task	Deadline
<input type="checkbox"/>	<p>Submit booth design to IMEX Operations Team for approval (coming soon)</p> <p>The main booth constructor must submit the booth design for approval via the IMEX portal. After the exhibitor registers them, the constructor can log in or create an IMEX account and follow the on-screen steps to submit the design.</p> <p>Required for approval:</p> <ul style="list-style-type: none"> - Booth drawings, renderings, technical plans including all measurements (please compile in 1 PDF) - Booth constructor's insurance confirmation (including sub-contractors) 	<p>Aug 26</p> <p>(Aug 19 for double storey)</p>
<input type="checkbox"/>	<p>Review the move-in target map to find the earliest time you can access your booth space</p> <p>Review the map (coming soon)</p> <p>Plan your labor accordingly.</p> <p>All booths must be completely finished by 8pm on Monday October 12.</p> <p>Penalty charge for booths not complete by this time: \$500 per hour.</p>	
<input type="checkbox"/>	<p>Advance shipments to start arriving at GES warehouse</p> <p>All freight must be sent to the GES advance warehouse.</p> <p>Direct delivery only on Monday Oct 12.</p> <p>Only official GES labels must be used, available on GES Espresso (link)</p> <p>Pack your freight by material type and use different labels depending on content</p> <p><i>(hanging sign / exhibition flooring / exhibition structure / accessories)</i></p> <p>Crates containing hanging sign and flooring will be delivered first.</p>	Sep 9
<input type="checkbox"/>	<p>Last day for advance shipments to arrive at warehouse without surcharges</p>	Oct 2
<input type="checkbox"/>	<p>Place your orders before the advance order discount deadlines to save costs</p> <p>GES (labor, equipment, booth furnishings)</p> <p>GES graphics – final approval deadline</p> <p>Mandalay Bay (rigging, catering, electrical, internet, plumbing)</p> <p>Orders for these services must include a detailed service location plan for installation without delay.</p> <p>Show Gear Productions (AV equipment, wireless headsets, video walls)</p>	<p>Sep 25</p> <p>Sep 17</p> <p>Sep 22</p> <p>Sep 14</p>
<input type="checkbox"/>	<p>All rigging orders must be placed before the deadline</p> <p>Rigging orders placed after this date cannot be guaranteed by the venue</p>	Oct 8
<input type="checkbox"/>	<p>Direct show site deliveries</p> <p>All vehicles must check in at the Marshalling Yard before show site deliveries (info)</p>	Oct 12 only
<input type="checkbox"/>	<p>End of move in, all booth construction must be finished</p>	Oct 12, 8pm

