

Checklist and Deadlines for Booth Constructors

	Task	Deadline
<input type="checkbox"/>	<p>Submit booth design to IMEX Operations Team for approval Submit using the Design Submission Page (Coming soon) Required for approval: - Booth drawings, renderings, technical plans (<i>combine in one PDF file</i>) - Utility placement plan</p>	<p>Aug 20 (Aug 13 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 Review the map here Plan your labor accordingly. All booths must be completely finished by 8pm on Monday October 7. Penalty charge for booths not complete by this time: \$500 per hour.</p>	
<input type="checkbox"/>	<p>Advance shipments may begin arriving at warehouse All freight must be sent to the GES advance warehouse. Direct delivery only on Monday Oct 7. Only official GES labels must be used, available on GES Espresso (link) Pack your freight by material type and use different labels depending on content <i>(hanging sign / exhibition flooring / exhibition structure / accessories)</i> Crates containing hanging sign and flooring will be delivered first.</p>	<p>Sept 5</p>
<input type="checkbox"/>	<p>Place your orders before the advance order discount deadlines to save costs GES (<i>labor, equipment, booth furnishings and graphics</i>) Mandalay Bay (<i>rigging, catering, electrical, internet, plumbing</i>) Orders for these services include a detailed service location plan for installation without delay. Show Gear Productions (<i>AV equipment, wireless headsets, video walls</i>)</p>	<p>Sept 13 Sept 17 Sept 2</p>
<input type="checkbox"/>	<p>All rigging orders must be placed before the deadline Rigging orders placed after this date cannot be guaranteed by the venue</p>	<p>Oct 3</p>
<input type="checkbox"/>	<p>Last day for advance shipments to arrive at warehouse without surcharges</p>	<p>Sept 30</p>
<input type="checkbox"/>	<p>Direct show site deliveries All vehicles must check in at the Marshalling Yard before show site deliveries (info)</p>	<p>Oct 7 only</p>
<input type="checkbox"/>	<p>End of move in, all booth construction must be finished</p>	<p>Oct 7, 8pm</p>