

Please use this Checklist as tool to manage your timeline with specific tasks and deadlines for a successful show and save money!

DEADLINE	SERVICE	RETURN TO	✓
ASAP	50% Deposit Due with Request for Exhibit Application	Complete online Request for Exhibit Space link	
ASAP	Review Confirmation E-mail and Online GES Espresso Exhibitor Kit	Access your Online GES Espresso Kit HERE	
ASAP	Hotel & Travel Reservations	BOOK HERE	
Ongoing	Wi-Fi is included. Questions with respect to upgrades and privacy, please contact DMC IT	tenanthd@dallasmarketcenter.com	
Ongoing	Advertising/Sponsorship Opportunities	cfosterwarthen@dallasmarketcenter.com	
Ongoing	Update your Online Directory Listings Buyers List	cfosterwarthen@dallasmarketcenter.com	
August 21st	EAC Forms/Proof of Insurance Due	DMC/GES Forms	
June 21st	Final Payment Due	awilliams@dallasmarketcenter.com	
August 21st	Request for Exhibitor Badges	Register HERE	
September 1st	Catering Alcohol	More Info HERE	
September 1st	Complimentary Booth Package Deadline	Order Booth Package HERE	
September 1st	GES Electrical Discount Deadline	Order HERE	
September 1st	GES Graphics Discount Deadline	Order HERE	
September 1st	GES Addtl. Furnishings Discount Deadline	Order HERE	
September 1st	GES Carpet Discount Deadline	Order HERE	
August 15th	First Day of Advance Shipping	More Info HERE	
September 13th	Last Day of Advance Shipping	More Info HERE	
September 18th	Exhibitor Move-In, 8am – 6pm	More Info HERE	
September 18th	Direct Delivery Shipping Dates	More Info HERE	
September 19th	Show Starts, 8am-6pm	More Info HERE	
September 20th	Show Ends 3pm	More Info HERE	
September 20th	Exhibitor Move-Out, 3pm – 10pm	More Info HERE	