

Checklist and Deadline Dates

The following checklist will help you to prepare for Search Engine Strategies. In order to insure you receive the pre-show discounted rates, please note the following deadlines.

Forward these forms to Show Management:

- Notification of Exhibitor Appointed Contractor (EAC)
- Booth personnel badge registration
- ARI lead retrieval order form

Deadline:

Friday, November 17
Friday, December 1
Monday, November 20

All GES Decorating Services forms

Note: Online ordering of all GES Decorating Services is available via GES Online, <http://www.ges.com>

Wednesday, November 15

Forward these forms to the Hilton Chicago:

- Telephone service order form
- Internet services order form
- Electrical service order form

Friday, November 17
Friday, November 17
Friday, November 17

Forward these forms to the individual vendor:

- Nomad AV & computer rental order form

Monday, November 27

Shipping:

- To the GES warehouse (without surcharges)
- To begin shipping direct to show site

Wednesday, November 29
Monday, December 4

Note: Schedule shipping carefully to minimize surcharges