



IMPORTANT DATES AND DEADLINES

Item	Complete By
<input type="checkbox"/> Renew ISPA Membership for 2017-2018	Right Away
<input type="checkbox"/> Submit payment for the remaining 50 percent of your booth through the Exhibitor Dashboard	July 14
<input type="checkbox"/> Begin communicating product launches and show specials to contacts and add to Map Your Show	July - Ongoing
<input type="checkbox"/> Enter open time slots into your Exhibitor Dashboard for attendees to book appointments with you	July
<input type="checkbox"/> Participate in the Pre-Conference September Reveal Box (limited availability)	August 1
<input type="checkbox"/> Include an advertisement in <i>Pulse</i> Magazine in the on-site October issue	August 4
<input type="checkbox"/> Update Company information in the Exhibitor Dashboard for the printed on-site Conference Guide	August 4
<input type="checkbox"/> Deadline to Register Show Staff for your booth	September 1
<input type="checkbox"/> Submit your Exhibitor Appointed Contractor (EAC) and Certificate of Liability (COI) forms	September 12
<input type="checkbox"/> Reserve Your Hotel Room to receive a discounted rate at the Mandalay Bay Resort & Casino	September 22
<input type="checkbox"/> Ship freight to the GES Advance warehouse. Refer to GES Expresso Online Ordering System for further instructions	Arrive Between September 12 – October 10
<input type="checkbox"/> Order Your Booth Furnishings, Lead Retrieval, Material Handling and other services at a discounted rate	September 25
<input type="checkbox"/> Ship freight to Exhibit Site. Refer to GES Expresso Online Ordering System for further instructions	Arrive on October 14 & 15
<input type="checkbox"/> Exhibitor Move-In	October 14 & 15
<input type="checkbox"/> Exhibitor Move-Out	October 18 & 19

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2017 ISPA CONFERENCE & EXPO
OCT 16-18 | MANDALAY BAY LAS VEGAS, NV

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