

2007 DEADLINES

ICSC

TRADE EXPO:

Friday, February 23, 2007

- Trade Exposition Badge Request Forms

Friday, March 9, 2007

- Trade Exposition Directory Listing

Tuesday, March 27, 2007

- Advanced Registration List Purchase

Friday, March 30, 2007

- Independent Contractor Form

Tuesday, April 3, 2007

- Certificate of Insurance

Tuesday, April 10, 2007

- Hotel Reservations (due to: DePrez Travel)

LEASING MALL:

Friday, February 16, 2007

- Signed Lease Agreement

Friday, February 23, 2007

- Leasing Mall Staff Badge Request Forms

Wednesday, February 28, 2007

- Payment for Space
- Leasing Mall Directory Listing

Thursday, March 15, 2007

- Exhibit Design Submission (due to: DDG, GES, LVCVA Safety and Security Department)

Thursday, April 12, 2007

- Certificate of Insurance
- Independent Contractor Form

GES

Thursday, April 5, 2007

- Custom-Cut Carpet (Leasing Mall only)
- Exhibitor Supplied Carpet Information (Leasing Mall only)

Friday, April 13, 2007

- Optional Custom Interior Panels (Leasing Mall only)
- Standard GEM Interior Panels (Leasing Mall only)
- Wing Wall / Support Brace Removal request form (Leasing Mall only)

Tuesday, April 17, 2007

- Advance Shipments may begin arriving at Warehouse, 30 days prior to move-in.

Thursday, April 26, 2007

- 3rd Party Billing Request
- Booth Layout Form (**not to be substituted for ICSC Exhibit Design Submission as described in #6 of the ICSC Exhibit Design Criteria**)
- Cleaning
- Custom-Cut Carpet (Trade Expo deadline date only)
- Custom Rental Exhibits
- Custom Signs
- Drayage Services (freight handling)
- Electric Chain Hoist & Truss (Leasing Mall only)
- Electric Forklift Rental
- Electric Labor
- Electric Rental
- Exhibit Labor Recap Form
- Exhibitor Identification Sign (Leasing Mall only)
- Forklift/Labor Equipment
- Freight Service Questionnaire
- Furniture & Accessories
- Furniture Packages
- GES Logistics Material Handling & Shipping
- Graphics & Signage
- Installation and Dismantling
- Key Information
- Notice of Intent to Use Exhibitor-Appointed Contractor
- Payment & Credit Card Charge Authorization
- Plumbing
- Pre-Printed Outbound Material Handling
- Refrigerated & Frozen Storage
- Skid Accessible Storage
- Specialty Furniture
- Stage Hand Labor
- Storage Service
- Trailer Accessible Storage
- Transportation Plus & Material Handling
- Truss Lighting Package
- Vehicle Placement

Wednesday, May 9, 2007

- Last day for Advance Shipments to arrive at Warehouse without surcharges (Leasing Mall only)

Friday, May 11, 2007

- Last day for Advance Shipments to arrive at Warehouse without surcharges (Trade Expo only)

OTHER ICSC VENDORS

Please refer to each individual vendor order form for deadline information

- ARAMARK
- Bit-By-Bit
- Encore Business Services
- Models
- Photography
- Plant and Floral Services
- RCS Lead Retrieval
- Security Guards
- Smart City – telephone/network service