

# ICSC RECon 2008 | Exhibitor Deadlines

## ICSC\_TRADE EXPO:

**Friday, March 7, 2008**

- Trade Exposition Directory Listing

**Tuesday, March 25, 2008**

- Advanced Registration List Purchase

**Friday, March 28, 2008**

- Independent Contractor Form

**Monday, March 31, 2008**

- Trade Exposition Badge Request Forms

**Tuesday, April 1, 2008**

- Certificate of Insurance

## ICSC\_LEASING MALL:

**Thursday, February 14, 2008**

- Signed Lease Agreement

**Thursday, February 28, 2008**

- Exhibit Design Submission  
(due to: DDG, GES, LVCVA Safety and Security Department every year.  
See Leasing Mall Design Criteria #6 for Exhibit Design Submission Requirements:  
[http://www.icsc.org/mt/exhib/2008SC/LM\\_criteria.pdf](http://www.icsc.org/mt/exhib/2008SC/LM_criteria.pdf))

**Friday, February 29, 2008**

- Payment for Space
- Leasing Mall Directory Listing

**Monday, March 31, 2008**

- Leasing Mall Staff Badge Request Forms

**Tuesday, April 1, 2008**

- Certificate of Insurance

**Friday, April 11, 2008**

- Independent Contractor Form

## GES:

**Thursday, April 3, 2008**

- 3<sup>rd</sup> Party Billing Request
- Custom-Cut Carpet (Leasing Mall only)
- Exhibitor Supplied Carpet Information (Leasing Mall only)
- Optional Custom Interior Panels (Leasing Mall only)
- Payment & Credit Card Charge Authorization
- Standard GEM Interior Panels (Leasing Mall only)
- Wing Wall / Support Brace Removal request form (Leasing Mall only)

**Monday, April 14, 2008**

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

**Wednesday, April 23, 2008**

- Booth Cleaning
- Custom-Cut Carpet (Trade Expo deadline date only)
- Custom Rental Exhibits (see brochure)
- Custom Signs
- Drayage Services (freight handling)
- Electrical Placement Form

**(not to be substituted for ICSC Exhibit Design Submission as described in #6 of the ICSC Exhibit Design Criteria: [http://www.icsc.org/mt/exhib/2008SC/LM\\_criteria.pdf](http://www.icsc.org/mt/exhib/2008SC/LM_criteria.pdf))**

- 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
- 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 7, 2008**

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

**OTHER ICSC VENDORS:**

**Please refer to each individual vendor order form for deadline information**

- ARAMARK
- Smart Source Computer Rental & AV Rentals
- Models
- Photography
- Plant and Floral Services
- RCS Lead Retrieval
- Security - pending
- Smart City – telephone/network service