



## Exhibitor Deadline Schedule

This checklist is designed to benefit you in planning your Cosmoprof North America exhibit. We encourage you to make copies of this list for your show staff.

Deadline	Task	Tab	Contact	Date Done
<b>april</b>				
16th	Final payment for booth space	See Invoice	Fairsystem +39 051 282 848	
<b>may</b>				
15th	Ad Deadline (Promotional Opportunities, Show Directory)	Section 5	SoGecos +39 02 796420	
21st	Form B (VIP Buyers Program)	Section 2	Jen Burns 800-468-2274 ext. 3433	
21st	Certificate of Liability Insurance	Section 2	Buttine Insurance 212-697-1010 ext. 49	
21st	Form A (Official Exhibition Directory Free Entry)	Section 2	Fairsystem +39 051 282 848	
<b>june</b>				
10th	Advance Shipments may begin arriving at Warehouse	Section 8	GES 800-475-2098	
11th	Blueprints, Drawings or Pictures of Raw Space (Mandatory)	Section 3	Jen Burns 800-468-2274 ext. 3433	
11th	Lead Retrieval Service (for preferred pricing)	Section 12	Event Ready 916-774-8629	
13th	Hotel Reservations	Section 2	Par Avion 800-826-8133	
18th	Form B (Exhibitor Badge Registration)	Section 2	Event Ready 800-630-3603	
23rd	Discount Deadline for GES Orders	Section 8	GES 800-475-2098	
27th	Electrical Orders	Section 11	Mandalay Bay Convention Center	
27th	Catering Orders	Section 11	Mandalay Bay Convention Center	
27th	Audio-Visual Orders	Section 11	Mandalay Bay Convention Center	
27th	Telephone/Network Orders	Section 11	Mandalay Bay Convention Center	
30th	Floral Orders	Section 12	Showplants 702-740-4704	
<b>july</b>				
9th	Last Day for Advance Shipments without surcharge	Section 8	GES 800-475-2098	
14th - 17th	Direct Shipments to Exhibit Site	Section 8	GES 800-475-2098	

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