



Important Deadlines

Order Form	Deadline Date	✓
Visitor Brochure Sponsorship	December 20, 2019	
Sponsorship and Advertising Materials Due	February 28, 2020	
Complete Show Directory Listing Online	February 28, 2020	
Show Directory Sponsorship	March 10, 2020	
Booth Variance Request Form	March 20, 2020	
Onsite Signage Sponsorship	March 27, 2020	
Exhibitor Appointed Contractor Form	March 20, 2020	
Meeting Room Request Form & Event Request Form	March 20, 2020	
Freight Forwarder / Customs Broker	Ocean to Savannah Port: April 6, 2020 / Atlanta Airport: April 13, 2020	
Warehouse Deliveries	Receiving Begins April 8, 2020 Deadline: May 1, 2020	
Freeman - Special Signage & Standard Exhibit Package	April 17, 2020	
Freeman (All furnishings, booth package, carpet, booth labor & forklift)	April 17, 2020	
Telecommunications & Internet Order Form*	April 21, 2020	
Cable Order Form*	April 21, 2020	
Compressed Air, Water, Drain & Gas*	April 21, 2020	
Electrical Order Form*	April 21, 2020	
Catering & Watercooler Order Form - Full Payment required	April 28, 2020	
Exhibitor Badge Registration	May 8, 2020	
First Day to Accept Show Site Deliveries to "Show Site Deliveries"	May 8, 2020	

* Exclusive Services of the GWCC, discounted rates available only until the dates listed above.