



Las Vegas Convention Center • Las Vegas, Nevada
Exhibit Days: November 4 - 7, 2025
Education Days: November 4 - 6, 2025

DEADLINE CHECKLIST

DATE ORDER

JULY

★ July 25★

Feature Vehicle Display Application (Vehicles displayed outside of booth)

AUGUST

August 13 *Show Directory* Listing Information
August 14 Lead Retrieval Rental (Advance Rate) – Maritz
August 15 Press/Media Conference Application
August 22 *Show Directory* Advertising Space Reservations
August 28 *Show Directory* Ad Materials Due

SEPTEMBER

September 5 Booth Design Notification (Required for all exhibits 20x20 or larger)
September 5 Celebrity Appearance Notification – to be included in printed Show material
September 5 Hanging Sign Design Notification Form to Show Management
September 5 Multi-level Booth Design Notification (Required for all exhibits 20x20 or larger)
September 5 Permit Application to Clark County – Hot Works
September 5 Permit Application to Clark County for Outside Exhibits, Tents, Staking Plans
September 5 Permit Application to Clark County – Spraying & Dipping
September 12 **Booth Vehicle** Display Application (Vehicles displayed in booth)
September 12 Sponsorship Artwork / Materials Due to Freeman
September 26 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)
September 30 Freight – Freeman Warehouse – 1st day to accept advance freight

OCTOBER

October 1 Internet/Telephone Order (Advance Rate) – Cox Business
October 2 Audio Visual & Computers – Freeman AV
October 2 Carpet and Booth Cleaning Order (Advance Rate) - Freeman
October 2 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman
October 2 Exhibit Accessories (Advance Rate) – Freeman
October 2 Exhibit Furnishings (Advance Rate) – Freeman
October 2 First-time Exhibitor Booth Package – Freeman
October 2 Graphics – Fabric, Foamcore/PVC – Freeman
October 2 Labor – Hanging Sign/Banner - Freeman
October 2 Labor – Installation and Dismantle – Freeman
October 2 Rental Exhibit Order (Advance Rate) – Freeman
October 2 Rigging Equipment – Labor Order – Freeman
October 2 Special Signs and Graphics (Advance Rate) - Freeman
October 2 Utilities: Air/Water/Drain Order – (Advance Rate) – Freeman
October 3 Target Move-in Date Change Request – Freeman
October 3 EAC – (Exhibitor-Appointed Contractor) Application Form
October 3 EAC – (Exhibitor-Appointed Contractor) Proof of Insurance Deadline
October 3 New Products Entry (Advance Rate Deadline)
October 3 Project-Vehicle Builders – Submission of Application
October 6 Booth Catering Order Service – SODEXO
October 10 Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)
October 12 Graphics – Sponsorship Artwork - Freeman
October 17 After-Hours Events
October 17 After-Hours Event – Proof of Security (Required if having an After-hours event)



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October 17	Meeting/Function Space Reservation
October 17	Shipping of Carpet to Advance Warehouse – CARPET/PAD only
October 17	Tents / Canopies – Full Circle Events
October 23	Freight – Last day freight will be accepted at the warehouse without penalty
October 23	Hanging Sign/Banner Shipments to Advance Freeman Warehouse
October 23	New Product Showcase Advance Shipments to Freeman Warehouse
October 24	Photography Order – Expo Ease
October 24	Plant and Floral Order – Expo Ease
October 30	Freight – 1 st Day Shipments accepted at LVCC (refer to Target Floor Plan)
October 31	Vehicle Detailing (Advance Rate) – ShowFleet

NOVEMBER

November 6	Last Day to Pick-up Banquet Tickets – 12 Noon deadline
November 7	Online Registration Closes @ 2:00pm
November 7	Members Lounge Conference Room Reservation by 3:00pm

ALPHA ORDER

A

Advance Shipments to Freeman Warehouse accepted without penalty	October 23
After-Hours Event - Proof of Security (Required)	October 17
After-Hours Events	October 17
Artwork Due to Freeman – Sponsorships	September 12
Audio Visual & Computers – Freeman AV	October 2

B

Banquet Tickets – On-site Pick-up by 12 Noon)	November 6
Booth Catering Order Service – Sodexo	October 6
Booth Design – Single Story (Required for all exhibits 20x20 or larger)	September 5
Booth Design – 2-Story (Required for all exhibits 20x20 or larger)	September 5
Booth Insurance (if purchased from Risk Strategies/John Buttine)	October 10
Booth Vehicle Notification (Vehicles displayed <u>IN</u> booth)	September 12

C

Carpet and Booth Cleaning Order (Advance Rate) – Freeman	October 2
Carpet/Pad ONLY Shipment to Freeman Advance Warehouse	October 17
Celebrity Appearance Notification – to be included in printed Show material	September 5

E

Electrical Order – LVCC (Advance Rate) – Freeman	October 2
Exhibit Accessories (Advance Rate) – Freeman	October 2
Exhibitor Appointed Contractor (EAC) Application	October 3
Exhibitor Appointed Contractor (EAC) Proof of Insurance	October 3
Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)	October 10
Exhibit Furnishings (Advance Rate) – Freeman	October 2
Exhibitor Registration – Domestic (Badges in Mail) – Maritz	September 26

F

Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space)	* July 25 *
First-time Exhibitor Booth Package (Advance Rate) – Freeman	October 2
Food Service – Booth Catering – SODEXO	October 6
Freight – Freeman Warehouse – 1 st day to accept advance freight	September 30
Freight – Last day freight accepted at the warehouse without penalty	October 23
Freight – 1 st Day Shipments accepted at LVCC (see Target Floor Plan)	October 30



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G

Graphics – Fabric, Foamcore/PVC – Freeman

October 2

Graphics – Sponsorship Artwork – Freeman

October 12

H

Hanging Sign Design Notification Form to Show Management

September 5

Hanging Sign Labor Order – Advance Price – Freeman

October 2

Hanging Sign Shipping to the Advance Warehouse – Freeman

October 23

Hot Works Permit Application Due to Clark County

September 5

I

Internet/Telephone Order (Advance Rate) – Cox Business

October 1

L

Labor – Installation and Dismantle – Freeman

October 2

Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman

October 2

Lead Retrieval Rental (Advance Rate) – Maritz

August 14

M

Media/Press Conference Application

August 15

Meeting/Function Space Reservation

October 17

Members Lounge Conference Room Reservation

November 7 (3:00pm)

N

New Products Entry (Advance Rate Deadline)

October 3

New Products Shipping to Advance Warehouse

October 23

O

Online Registration Closes @ 2:00pm

November 7

Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans)

September 5

P

Permit Application to Clark County – Hot Works

September 5

Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans)

September 5

Permit Application to Clark County – Spraying / Dipping / Powder Coating

September 5

Photography Order – Expo Ease

October 24

Plant and Floral Order – Expo Ease

October 24

Press/Media Conference Application

August 15

Project-Vehicle Builders – Submission of Application

October 3

R

Registration – Domestic (Receive Badges in Mail) – Maritz

September 26

Rental Exhibit Order (Advance Rate) – Freeman

October 3

Rigging Equipment – Labor Order – Freeman

October 3

S

Show Directory Advertising Space Reservations

August 22

Show Directory Listing Information

August 13

Show Directory Advertising Materials

August 28

Shipments – Show Site – 1st Day Freight Accepted On-site - SEE Target MI

October 30

Shipping of Carpet to Advance Warehouse – CARPET/PAD only

October 17

Special Signs and Graphics (Advance Rate) – Freeman

October 2

Sponsorship Artwork / Materials Due to Freeman

September 12

Spraying / Dipping / Powder Coating Permit Application due to Clark County

September 5



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T

Target Move-in Date Change Request – Freeman
Tents / Canopies – Full Circle Events

October 3
October 17

U

Utilities: Air/Water/Drain Order – (Advance Rate) - Freeman

October 2

V

Vehicle Detailing (Advance Rate) – ShowFleet
Vehicle Display Notification (Booth Vehicle) – Vehicle IN booth
Vehicle Display Application (Feature Vehicle) – Vehicle NOT in booth

October 31
September 12
July 25

INTERNATIONAL SHIPPING

All merchandise imported into the United States must be cleared through U.S. Customs and Border Patrol and is subject to examination prior to release. Homeland Security Regulations are constantly changing and failure to adhere to all requirements will result in the delay or failure of international exhibits and product to clear Customs.

Masterpiece International has been appointed Official Customs Broker & International Freight Forwarder and is available to assist in providing the best method of transportation to the SEMA Show for smooth Customs clearance.

YOUR DEDICATED CONTACTS:

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ARRIVAL DEADLINES / TIME SCHEDULE:

SEAFREIGHT

- | | |
|---|---------------------------|
| • Copies Bill of Lading | 10 days before arrival |
| • Copies Customs Documents (List of Exhibits) | 10 days before arrival |
| • Arrival of Sea freight Shipments- to show site dock | 16 days before arrival |
| at port of Los Angeles/Long Beach- to adv. warehouse | 25 days before show opens |

AIRFREIGHT

- | | |
|--|---------------------------|
| • Copies of Airway Bill | 2 days before arrival |
| • Copies of Customs Documents (List of Exhibits) | 4 days before arrival |
| Arrival of Airfreight Shipments- to show site dock | 12 days before arrival |
| at Los Angeles Intl Airport (LAX)- to adv. warehouse | 16 days before show opens |