



Las Vegas Convention Center • Las Vegas, Nevada  
Exhibit Days: November 5 – November 8, 2019  
Education Days: November 4 – November 8, 2019

## DEADLINE CHECKLIST

### DATE ORDER

#### JULY

July 26 Press/Media Conference Application  
\*July 31\* Feature Vehicle Display Application (Vehicles displayed outside of booth)

#### AUGUST

August 2 Press Release Submission – Online – for pre-show publications  
August 20 *Show Directory* Advertising Space Reservations  
August 23 *Show Directory* Listing Information Due  
August 30 *Show Directory* Ad Materials Due

#### SEPTEMBER

September 3 Celebrity Appearance Notification – to be included in printed Show material  
September 6 Booth Design Notification (Required for all exhibits 20x20 or larger)  
September 6 Hanging Sign Design Notification Form to Show Management (LVCC)  
September 6 Multi-level Booth Design Notification (Required for all exhibits 20x20 or larger)  
September 6 Permit Application to Clark County – Hot Works  
September 6 Permit Application to Clark County – Spraying & Dipping  
September 6 Permit Application to Clark County for Outside Exhibits, Tents, Staking Plans  
September 13 Booth Vehicle Display Application (Vehicles displayed in booth)  
September 20 Sponsorship Artwork / Materials Due to Freeman  
September 26 Freight – Freeman Warehouse – 1<sup>st</sup> day to accept advance freight

#### OCTOBER

October 1 Exhibitor Booth Insurance (if purchased from John Buttine)  
October 1 Lead Retrieval Rental (Advance Rate) – CompuSystems  
October 4 Fabric Graphics – Freeman  
October 4 Internet/Telephone Order (Advance Rate) – Cox Business (LVCC)  
October 4 Mothers **Free** Vehicle Wipedown Service – Mothers Polishes•Waxes•Cleaners  
October 4 Products for Project-Vehicle Builders  
October 4 Target Move-in Date Change Request – Freeman  
October 4 International Air Freight Arriving at Los Angeles Int'l (LAX) Airport:  
October 4 International Sea Freight Arriving at Long Beach Terminal  
October 11 EAC – (Exhibitor-Appointed Contractor) Application Form  
October 11 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)  
October 11 Exhibitor Registration – International - (To Receive Barcode Confirmation)  
October 11 Manufacturer's Rep Matching Service  
October 12 New Products Entry (Advance Rate)  
October 14 Internet/Telephone Order – **Westgate Exhibits** (Advance Rate) – Encore  
October 18 After-Hours Events  
October 18 Audio Visual & Computers – Freeman AV  
October 18 Carpet and Booth Cleaning Order (Advance Rate) - Freeman  
October 18 Credit Card Authorization/Method of Payment - Freeman  
October 18 EAC – (Exhibitor-Appointed Contractor) Proof of Insurance Deadline  
October 18 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman  
October 18 Electrical/Air/Water Order – **Westgate Exhibits** (Advance Rate) – TSE  
October 18 Exhibit Accessories (Advance Rate) – Freeman  
October 18 Exhibit Furnishings (Advance Rate) – Freeman  
October 18 First-time Exhibitor Booth Package



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- October 18 Labor – Hanging Sign/Banner (LVCC) - Freeman
- October 18 Labor – Installation and Dismantle – Freeman
- October 18 Meeting/Function Space Reservation
- October 18 Payment Authorization Form – Freeman
- October 18 Rental Exhibit Order (Advance Rate) – Freeman
- October 18 Rigging Equipment – Labor Order – Freeman
- October 18 Special Signs and Graphics (Advance Rate) - Freeman
- October 18 Third Party Payment Authorization – Freeman
- October 18 Utilities: Air/Water/Drain Order – **LVCC Exhibits** (Advance Rate) – Freeman
- October 18 Utilities: Air/Water/Drain Order – **Westgate Exhibits** (Advance Rate) – TSE
- October 21 Booth Catering Order Service – LVCC/CENTERPLATE
- October 22 Photography Order – Expo Ease
- October 22 Plant and Floral Order – Expo Ease
- October 22 Tents / Canopies – Full Circle Events
- October 24 Freight – Last day freight will be accepted at the warehouse without penalty
- October 24 Hanging Sign/Banner Shipments to Advance Freeman Warehouse (LVCC)
- October 24 New Product Showcase Advance Shipments to Freeman Warehouse
- October 25 Vehicle Detailing (Advance Rate) – Professional Detailers
- October 31 Freight – 1<sup>st</sup> Day Shipments accepted at LVCC (refer to Target Floor Plan)

## NOVEMBER

- November 1 After-Hours Event – Proof of Security (Required if having an After-hours event)
- November 4 Onsite Press Releases/Kits submitted to the Media Center in #S229
- November 7 Last Day to Pick-up Banquet Tickets at SEMA Central
- November 8 Members Lounge Conference Room Reservation by 3pm
- November 8 Online Registration Closes @ 2:00pm

## ALPHA ORDER

### A

- Advance Shipments to Freeman Warehouse – Freeman October 24
- After-Hours Event - Proof of Security (Required) November 1
- After-Hours Events October 18
- Audio Visual & Computers – Freeman AV October 18

### B

- Banquet Tickets (Be sure to pick-up at SEMA Central) November 7
- Booth Catering Order Service – LVCC/Centerplate October 21
- Booth Design – Single Story (Required for all exhibits 20x20 or larger) September 6
- Booth Design – 2-Story (Required for all exhibits 20x20 or larger) September 6
- Booth Vehicle Notification (Vehicles displayed IN booth) September 13

### C

- Carpet and Booth Cleaning Order (Advance Rate) – Freeman October 18
- Celebrity Appearance Notification – to be included in printed Show material September 3
- Credit Card Authorization/Method of Payment – Freeman October 18

### E

- Electrical Order – LVCC (Advance Rate) – Freeman October 18
- Electrical/Air/Water Order – **Westgate Exhibits** (Advance Rate) – TSE October 18
- Exhibit Accessories (Advance Rate) – Freeman October 18
- Exhibitor Appointed Contractor (EAC) Application October 11



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Exhibitor Appointed Contractor (EAC) Proof of Insurance	October 18
Exhibitor Booth Insurance (if purchased from John Buttine)	October 1
Exhibit Furnishings (Advance Rate) – Freeman	October 18
Exhibitor Registration – Domestic (Badges in Mail) – CompuSystems	October 11
Exhibitor Registration – Int'l (Receive Barcode Confirm) – CompuSystems	October 11
<b>F</b>	
Fabric Graphics – Freeman	October 4
Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space)	★ July 31 ★
First-time Exhibitor Booth Package (Advance Rate)	October 18
Food Service – Booth Catering – LVCC/CENTERPLATE	October 21
Freight – Freeman Warehouse – 1 <sup>st</sup> day to accept advance freight	September 26
Freight – Last day freight accepted at the warehouse without penalty	October 24
Freight – 1 <sup>st</sup> Day Shipments accepted at LVCC (see Target Floor Plan)	October 31
<b>G</b>	
Graphics – Fabric – Freeman	October 4
Graphics – Foamcore/PVC – Freeman	October 18
<b>H</b>	
Hanging Sign Design Notification Form to Show Management (LVCC)	September 6
Hanging Sign Labor Order – Advance Price (LVCC)	October 18
Hanging Sign Shipping to the Advance Warehouse (LVCC)	October 24
Hot Works Permit Application Due to Clark County	September 6
<b>I</b>	
International Sea Freight Arriving at Long Beach Terminal:	October 4
International Air Freight Arriving at Los Angeles Int'l (LAX) Airport:	October 4
Internet/Telephone Order (Advance Rate) – Cox Business (LVCC)	October 4
Internet/Telephone Order – <b>Westgate Exhibits</b> (Advance Rate) – Encore	October 14
<b>L</b>	
Labor – Installation and Dismantle – Freeman	October 18
Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman	October 18
Lead Retrieval Rental (Advance Rate) – CompuSystems	October 1
<b>M</b>	
Manufacturer's Rep Matching Service	October 11
Media/Press Conference Application	July 26
Meeting/Function Space Reservation	October 18
Members Lounge Conference Room Reservation	November 8 (3pm)
<b>N</b>	
New Products Entry (Advance Rate)	October 12
New Products Shipping to Advance Warehouse	October 24
<b>O</b>	
Online Registration Closes @ 2:00pm	November 8
Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans)	September 6
<b>P</b>	
Payment Authorization Form – Freeman	October 18
Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans)	September 6
Permit Application to Clark County – Hot Works	September 6



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Permit Application to Clark County – Spraying / Dipping / Powder Coating	September 6
Photography Order – Expo Ease	October 22
Plant and Floral Order – Expo Ease	October 22
Press/Media Conference Application	July 26
Press Release Submission – Online for pre-show publications	August 2
Press Release/Kits Submission – Onsite in the Media Center #S229	November 4
Products for Project-Vehicle Builders	October 4

**R**

Registration – Domestic (Receive Badges in Mail) – CompuSystems	October 11
Registration – International (Receive Bar Code Confirm) – CompuSystems	October 11
Rental Exhibit Order (Advance Rate) – Freeman	October 18
Rigging Equipment – Labor Order – Freeman	October 18

**S**

Show Directory Advertising Space Reservations	August 20
Show Directory Listing Information Due	August 23
Show Directory Advertising Materials Due	August 30
Shipments – Show Site – 1 <sup>st</sup> Day Freight Accepted On-site - SEE Target MI	October 31
Special Signs and Graphics (Advance Rate) – Freeman	October 18
Sponsorship Artwork / Materials Due to Freeman	September 20
Spraying / Dipping / Powder Coating Permit Application due to Clark County	September 6

**T**

Target Move-in Date Change Request – Freeman	October 4
Tents / Canopies – Full Circle Events	October 22
Third Party Payment Authorization – Freeman	October 18

**U**

Utilities: Air/Water/Drain Order – <b>LVCC Exhibits</b> (Advance Rate) - Freeman	October 18
Utilities: Air/Water/Drain Order – <b>Westgate Exhibits</b> (Advance Rate) - TSE	October 18

**V**

Vehicle <b>Free</b> Wipedown Service – Mothers Polishes●Waxes●Cleaners	October 4
Vehicle Detailing (Advance Rate) – Professional Detailers	October 25
Vehicle Display Notification (Booth Vehicle) – Vehicle <u>IN</u> booth	September 13
Vehicle Display Application (Feature Vehicle) – Vehicle <u>NOT</u> in booth	★July 31★

**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.

Kuehne + Nagel 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. See Shipping Information>International Shipping in this Exhibitor Service Manual.

**RECOMMENDED DEADLINES**

Deadline for arrival of sea freight at Long Beach terminal:	October 4
Deadline for arrival of air freight at Los Angeles Int'l (LAX) airport:	October 4
Deadline for arrival of original documents to Kuehne + Nagel's office:	7 days prior to cargo arrival