



Las Vegas Convention Center • Las Vegas, Nevada
Exhibit Days: November 3 – November 6, 2020
Education Days: November 2 – November 6, 2020

DEADLINE CHECKLIST

DATE ORDER

JULY

July 24 Press/Media Conference Application
July 31 **Feature Vehicle** Display Application (Vehicles displayed outside of booth)
July 31 Press Release Submission – Online – for pre-show publications

AUGUST

August 18 *Show Directory* Advertising Space Reservations
August 21 *Show Directory* Listing Information Due
August 28 *Show Directory* Ad Materials Due

SEPTEMBER

September 1 Celebrity Appearance Notification – to be included in printed Show material
September 4 Booth Design Notification (Required for all exhibits 20x20 or larger)
September 4 Hanging Sign Design Notification Form to Show Management (LVCC)
September 4 Multi-level Booth Design Notification (Required for all exhibits 20x20 or larger)
September 4 Permit Application to Clark County – Hot Works
September 4 Permit Application to Clark County – Spraying & Dipping
September 4 Permit Application to Clark County for Outside Exhibits, Tents, Staking Plans
September 11 **Booth Vehicle** Display Application (Vehicles displayed in booth)
September 18 Sponsorship Artwork / Materials Due to Freeman
September 24 Freight – Freeman Warehouse – 1st 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 2 Fabric Graphics – Freeman
October 2 International Air Freight Arriving at Los Angeles Int'l (LAX) Airport:
October 2 International Sea Freight Arriving at Long Beach Terminal
October 2 Internet/Telephone Order (Advance Rate) – Cox Business (LVCC)
October 2 Mothers **Free** Vehicle Wipedown Service – Mothers Polishes●Waxes●Cleaners
October 2 Products for Project-Vehicle Builders
October 2 Target Move-in Date Change Request – Freeman
October 9 EAC – (Exhibitor-Appointed Contractor) Application Form
October 9 EAC – (Exhibitor-Appointed Contractor) Proof of Insurance Deadline
October 9 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)
October 9 Exhibitor Registration – International - (To Receive Barcode Confirmation)
October 9 Manufacturer's Rep Matching Service
October 9 New Products Entry (Advance Rate)
October 16 Internet/Telephone Order – **Westgate Exhibits** (Advance Rate) – Encore
October 16 After-Hours Events
October 16 After-Hours Event – Proof of Security (Required if having an After-hours event)
October 16 Audio Visual & Computers – Freeman AV
October 16 Carpet and Booth Cleaning Order (Advance Rate) - Freeman
October 16 Credit Card Authorization/Method of Payment - Freeman
October 16 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman
October 16 Electrical/Air/Water Order – **Westgate Exhibits** (Advance Rate) – TSE
October 16 Exhibit Accessories (Advance Rate) – Freeman
October 16 Exhibit Furnishings (Advance Rate) – Freeman



Las Vegas Convention Center ● Las Vegas, Nevada
 Exhibit Days: November 3 – November 6, 2020
 Education Days: November 2 – November 6, 2020

- October 16 First-time Exhibitor Booth Package
- October 16 Labor – Hanging Sign/Banner (LVCC) - Freeman
- October 16 Labor – Installation and Dismantle – Freeman
- October 16 Meeting/Function Space Reservation
- October 16 Payment Authorization Form – Freeman
- October 16 Rental Exhibit Order (Advance Rate) – Freeman
- October 16 Rigging Equipment – Labor Order – Freeman
- October 16 Special Signs and Graphics (Advance Rate) - Freeman
- October 16 Third Party Payment Authorization – Freeman
- October 16 Utilities: Air/Water/Drain Order – **LVCC Exhibits** (Advance Rate) – Freeman
- October 16 Utilities: Air/Water/Drain Order – **Westgate Exhibits** (Advance Rate) – TSE
- October 19 Booth Catering Order Service – LVCC/CENTERPLATE
- October 20 Photography Order – Expo Ease
- October 20 Plant and Floral Order – Expo Ease
- October 20 Tents / Canopies – Full Circle Events
- October 22 Freight – Last day freight will be accepted at the warehouse without penalty
- October 22 Hanging Sign/Banner Shipments to Advance Freeman Warehouse (LVCC)
- October 22 New Product Showcase Advance Shipments to Freeman Warehouse
- October 29 Freight – 1st Day Shipments accepted at LVCC (refer to Target Floor Plan)
- October 30 Vehicle Detailing (Advance Rate) – Professional Detailers

NOVEMBER

- November 2 Onsite Press Releases/Kits submitted to the Media Center in #S229
- November 5 Last Day to Pick-up Banquet Tickets at SEMA Central – 12 Noon deadline
- November 6 Members Lounge Conference Room Reservation by 3pm
- November 6 Online Registration Closes @ 2:00pm

ALPHA ORDER

A

- Advance Shipments to Freeman Warehouse – Freeman October 22
- After-Hours Event - Proof of Security (Required) October 16
- After-Hours Events October 16
- Audio Visual & Computers – Freeman AV October 16

B

- Banquet Tickets (Pick-up at SEMA Central by 12 Noon) November 5
- Booth Catering Order Service – LVCC/Centerplate October 19
- Booth Design – Single Story (Required for all exhibits 20x20 or larger) September 4
- Booth Design – 2-Story (Required for all exhibits 20x20 or larger) September 4
- Booth Vehicle** Notification (Vehicles displayed IN booth) September 11

C

- Carpet and Booth Cleaning Order (Advance Rate) – Freeman October 16
- Celebrity Appearance Notification – to be included in printed Show material September 1
- Credit Card Authorization/Method of Payment – Freeman October 16

E

- Electrical Order – LVCC (Advance Rate) – Freeman October 16
- Electrical/Air/Water Order – **Westgate Exhibits** (Advance Rate) – TSE October 16
- Exhibit Accessories (Advance Rate) – Freeman October 16
- Exhibitor Appointed Contractor (EAC) Application October 9
- Exhibitor Appointed Contractor (EAC) Proof of Insurance October 9



Las Vegas Convention Center • Las Vegas, Nevada
Exhibit Days: November 3 – November 6, 2020
Education Days: November 2 – November 6, 2020

Exhibitor Booth Insurance (if purchased from John Buttine)	October 1
Exhibit Furnishings (Advance Rate) – Freeman	October 16
Exhibitor Registration – Domestic (Badges in Mail) – CompuSystems	October 9
Exhibitor Registration – Int'l (Receive Barcode Confirm) – CompuSystems	October 9
F	
Fabric Graphics – Freeman	October 2
Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space)	★ July 31 ★
First-time Exhibitor Booth Package (Advance Rate)	October 16
Food Service – Booth Catering – LVCC/CENTERPLATE	October 19
Freight – Freeman Warehouse – 1 st day to accept advance freight	September 24
Freight – Last day freight accepted at the warehouse without penalty	October 22
Freight – 1 st Day Shipments accepted at LVCC (see Target Floor Plan)	October 29
G	
Graphics – Fabric – Freeman	October 2
Graphics – Foamcore/PVC – Freeman	October 16
H	
Hanging Sign Design Notification Form to Show Management (LVCC)	September 4
Hanging Sign Labor Order – Advance Price (LVCC)	October 16
Hanging Sign Shipping to the Advance Warehouse (LVCC)	October 22
Hot Works Permit Application Due to Clark County	September 4
I	
International Sea Freight Arriving at Long Beach Terminal:	October 2
International Air Freight Arriving at Los Angeles Int'l (LAX) Airport:	October 2
Internet/Telephone Order (Advance Rate) – Cox Business (LVCC)	October 2
Internet/Telephone Order – Westgate Exhibits (Advance Rate) – Encore	October 16
L	
Labor – Installation and Dismantle – Freeman	October 16
Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman	October 16
Lead Retrieval Rental (Advance Rate) – CompuSystems	October 1
M	
Manufacturer's Rep Matching Service	October 9
Media/Press Conference Application	July 24
Meeting/Function Space Reservation	October 16
Members Lounge Conference Room Reservation	November 6 (3pm)
N	
New Products Entry (Advance Rate)	October 9
New Products Shipping to Advance Warehouse	October 22
O	
Online Registration Closes @ 2:00pm	November 6
Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans)	September 4
P	
Payment Authorization Form – Freeman	October 16
Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans)	September 4
Permit Application to Clark County – Hot Works	September 4
Permit Application to Clark County – Spraying / Dipping / Powder Coating	September 4



Las Vegas Convention Center ● Las Vegas, Nevada
 Exhibit Days: November 3 – November 6, 2020
 Education Days: November 2 – November 6, 2020

Photography Order – Expo Ease	October 20
Plant and Floral Order – Expo Ease	October 20
Press/Media Conference Application	July 24
Press Release Submission – Online for pre-show publications	July 31
Press Release/Kits Submission – Onsite in the Media Center #S229	November 2
Products for Project-Vehicle Builders	October 2

R

Registration – Domestic (Receive Badges in Mail) – CompuSystems	October 9
Registration – International (Receive Bar Code Confirm) – CompuSystems	October 9
Rental Exhibit Order (Advance Rate) – Freeman	October 16
Rigging Equipment – Labor Order – Freeman	October 16

S

Show Directory Advertising Space Reservations	August 18
Show Directory Listing Information Due	August 21
Show Directory Advertising Materials Due	August 28
Shipments – Show Site – 1 st Day Freight Accepted On-site - SEE Target MI	October 29
Special Signs and Graphics (Advance Rate) – Freeman	October 16
Sponsorship Artwork / Materials Due to Freeman	September 18
Spraying / Dipping / Powder Coating Permit Application due to Clark County	September 4

T

Target Move-in Date Change Request – Freeman	October 2
Tents / Canopies – Full Circle Events	October 20
Third Party Payment Authorization – Freeman	October 16

U

Utilities: Air/Water/Drain Order – LVCC Exhibits (Advance Rate) - Freeman	October 16
Utilities: Air/Water/Drain Order – Westgate Exhibits (Advance Rate) - TSE	October 16

V

Vehicle Free Wipedown Service – Mothers Polishes●Waxes●Cleaners	October 2
Vehicle Detailing (Advance Rate) – Professional Detailers	October 30
Vehicle Display Notification (Booth Vehicle) – Vehicle <u>IN</u> booth	September 11
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 2
Deadline for arrival of air freight at Los Angeles Int'l (LAX) airport:	October 2
Deadline for arrival of original documents to Kuehne + Nagel's office:	7 days prior to cargo arrival