



Las Vegas Convention Center • Las Vegas, Nevada
Exhibit Days: October 30 – November 2, 2018
Education Days: October 29 – November 2, 2018

DEADLINE CHECKLIST

DATE ORDER

JULY

July 27 Press/Media Conference Application
July 31 Feature Vehicle Display Application (Vehicles displayed outside of booth)

AUGUST

August 3 Press Release Submission – Online – for pre-show publications
August 24 *Show Directory* Advertising Space Reservations
August 24 *Show Directory* Listing Information Due
August 31 *Show Directory* Ad Materials Due

SEPTEMBER

September 4 Celebrity Appearance Notification – to be included in printed Show material
September 5 Booth Design Notification (Required for all exhibits 20x20 or larger)
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 – Spraying & Dipping
September 5 Permit Application to Clark County for Outside Exhibits, Tents, Staking Plans
September 7 Hanging Sign Design Notification Form to Show Management (LVCC)
September 14 Booth Vehicle Display Application (Vehicles displayed in booth)
September 14 Sponsorship Artwork / Materials Due to Freeman
September 17 Lead Retrieval Rental (Advance Rate) – CompuSystems
September 20 Freight – Freeman Warehouse – 1st day to accept advance freight
September 28 Fabric Graphics – Freeman
September 28 Target Move-in Date Change Request - Freeman
September 28 Internet/Telephone Order (Advance Rate) – Cox Business (LVCC)

OCTOBER

October 5 International Sea Freight Arriving at Long Beach Terminal
October 5 Mothers **Free** Vehicle Wipedown Service – Mothers Polishes•Waxes•Cleaners
October 5 New Products Entry (Advance Rate)
October 5 Products for Project-Vehicle Builders
October 8 Exhibitor Booth Insurance (if purchased from John Buttine)
October 8 Electrical/Air/Water Order – **Westgate Exhibits** (Advance Rate) – TSE
October 8 Internet/Telephone Order (Advance Rate) – Encore (Westgate)
October 8 Utilities: Air/Water/Drain Order (Advance Rate) – **Westgate Exhibits** – TSE
October 10 Tents / Canopies – Full Circle Events
October 12 After-Hours Events
October 12 Carpet and Booth Cleaning Order (Advance Rate) - Freeman
October 12 Credit Card Authorization/Method of Payment - Freeman
October 12 EAC – Exhibitor-Appointed Contractor Application Form
October 12 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman
October 12 Exhibit Accessories (Advance Rate) – Freeman
October 12 Exhibit Furnishings (Advance Rate) – Freeman
October 12 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)
October 12 Exhibitor Registration – International - (To Receive Barcode Confirmation)
October 12 First-time Exhibitor Booth Package
October 12 Labor – Hanging Sign/Banner (LVCC) - Freeman
October 12 Labor – Installation and Dismantle – Freeman



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- October 12 Manufacturer's Rep Matching Service
- October 12 Meeting/Function Space Reservation
- October 12 Payment Authorization Form – Freeman
- October 12 Rental Exhibit Order (Advance Rate) – Freeman
- October 12 Rigging Equipment – Labor Order – Freeman
- October 12 Special Signs and Graphics (Advance Rate) - Freeman
- October 12 Third Party Payment Authorization – Freeman
- October 12 Utilities: Air/Water/Drain Order (Advance Rate) – Exhibits at LVCC – Freeman
- October 16 Booth Catering Order Service – CENTERPLATE
- October 16 Photography Order – Expo Ease
- October 16 Plant and Floral Order – Expo Ease
- October 17 Freight – Last day freight will be accepted at the warehouse without penalty
- October 17 Hanging Sign/Banner Shipments to Advance Freeman Warehouse (LVCC)
- October 17 New Product Showcase Advance Shipments to Freeman Warehouse
- October 19 Audio/Visual (Advance Rate) – PRG
- October 19 Computer Rental (Advance Rate) – PRG
- October 19 EAC – Exhibitor-Appointed Contractor Proof of Insurance Deadline
- October 19 Members Lounge Conference Room Reservation
- October 19 Vehicle Detailing (Advance Rate) – Professional Detailers
- October 20 International Air Freight Arriving at Los Angeles Int'l (LAX) Airport
- October 25 Freight – 1st Day Shipments accepted at LVCC (refer to Target Floor Plan)
- October 26 After-Hours Event – Proof of Security (Required if having an After-hours event)
- October 29 Onsite Press Releases/Kits submitted to the Media Center in #S220

NOVEMBER

- November 1 Last Day to Pick-up Banquet Tickets at SEMA Central
- November 2 Online Registration Closes @ 2:00pm

ALPHA ORDER

A

- Advance Shipments to Freeman Warehouse – Freeman October 17
- After-Hours Event - Proof of Security (Required) October 26
- After-Hours Events October 12
- Audio/Visual (Advance Rate) – PRG October 19

B

- Banquet Tickets (Be sure to pick-up at SEMA Central) November 1
- Booth Catering Order Service – LVCC/Centerplate October 16
- 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 Vehicle Notification (Vehicles displayed IN booth) September 14

C

- Carpet and Booth Cleaning Order (Advance Rate) – Freeman October 12
- Celebrity Appearance Notification – to be included in printed Show material September 4
- Computer Rental (Advance Rate) – PRG October 19
- Credit Card Authorization/Method of Payment – Freeman October 12

E

- Electrical Order – LVCC (Advance Rate) – Freeman October 12
- Electrical/Air/Water Order – **Westgate** (Advance Rate) – TSE October 8
- Exhibit Accessories (Advance Rate) – Freeman October 12



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| Exhibitor Appointed Contractor (EAC) Application | October 12 |
| Exhibitor Appointed Contractor (EAC) Proof of Insurance | October 19 |
| Exhibitor Booth Insurance (if purchased from John Buttine) | October 8 |
| Exhibit Furnishings (Advance Rate) – Freeman | October 12 |
| Exhibitor Registration – Domestic (Badges in Mail) – CompuSystems | October 12 |
| Exhibitor Registration – Int'l (Receive Barcode Confirm) – CompuSystems | October 12 |
| F | |
| Fabric Graphics – Freeman | September 28 |
| Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space) | ★ July 31 ★ |
| First-time Exhibitor Booth Package (Advance Rate) | October 12 |
| Food Service – Booth Catering – CENTERPLATE | October 16 |
| Freight – Freeman Warehouse – 1 st day to accept advance freight | September 20 |
| Freight – Last day freight accepted at the warehouse without penalty | October 17 |
| Freight – 1 st Day Shipments accepted at LVCC (see Target Floor Plan) | October 25 |
| H | |
| Hanging Sign Design Notification Form to Show Management (LVCC) | September 7 |
| Hanging Sign Labor Order – Advance Price (LVCC) | October 12 |
| Hanging Sign Shipping to the Advance Warehouse (LVCC) | October 17 |
| Hot Works Permit Application Due to Clark County | September 5 |
| I | |
| International Sea Freight Arriving at Long Beach Terminal: | October 13 |
| International Air Freight Arriving at Los Angeles Int'l (LAX) Airport: | October 20 |
| Internet/Telephone Order (Advance Rate) – Cox Business (LVCC) | September 28 |
| Internet/Telephone Order (Advance Rate) – Encore (Westgate) | October 8 |
| L | |
| Labor – Installation and Dismantle – Freeman | October 12 |
| Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman | October 12 |
| Lead Retrieval Rental (Advance Rate) – CompuSystems | September 17 |
| M | |
| Manufacturer's Rep Matching Service | October 12 |
| Media/Press Conference Application | July 27 |
| Meeting/Function Space Reservation | October 12 |
| Members Lounge Conference Room Reservation | October 19 |
| N | |
| New Products Entry (Advance Rate) | October 5 |
| New Products Shipping to Advance Warehouse | October 17 |
| O | |
| Online Registration Closes @ 2:00pm | November 2 |
| Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans) | September 5 |
| P | |
| Payment Authorization Form – Freeman | October 12 |
| Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans) | September 5 |
| Permit Application to Clark County – Hot Works | September 5 |
| Permit Application to Clark County – Spraying / Dipping / Powder Coating | September 5 |
| Photography Order – Expo Ease | October 16 |
| Plant and Floral Order – Expo Ease | October 16 |



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Press/Media Conference Application July 27
 Press Release Submission – Online for pre-show publications August 3
 Press Release/Kits Submission – Onsite in the Media Center #S220 October 29
 Products for Project-Vehicle Builders October 5

R
 Registration – Domestic (Receive Badges in Mail) – CompuSystems October 12
 Registration – International (Receive Bar Code Confirm) – CompuSystems October 12
 Rental Exhibit Order (Advance Rate) – Freeman October 12
 Rigging Equipment – Labor Order – Freeman October 12

S
 Show Directory Advertising Space Reservations August 24
 Show Directory Advertising Materials due August 31
 Show Directory Listing Information due August 24
 Shipments – Show Site – 1st Day Freight Accepted On-site - SEE Target MI October 25
 Special Signs and Graphics (Advance Rate) – Freeman October 12
 Sponsorship Artwork / Materials Due to Freeman September 14
 Spraying / Dipping / Powder Coating Permit Application due to Clark County September 5

T
 Target Move-in Date Change Request – Freeman September 28
 Tents / Canopies – Full Circle Events October 10
 Third Party Payment Authorization – Freeman October 12

U
 Utilities: Air/Water/Drain Order (Advance Rate) – LVCC - Freeman October 12
 Utilities: Air/Water/Drain Order (Advance Rate) – Westgate - TSE October 8

V
 Vehicle **Free** Wipedown Service – Mothers Polishes•Waxes•Cleaners October 5
 Vehicle Detailing (Advance Rate) – Professional Detailers October 19
 Vehicle Display Notification (Booth Vehicle) – Vehicle IN booth September 14
 Vehicle Display Application (Feature Vehicle) – Vehicle NOT 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 5
 Deadline for arrival of air freight at Los Angeles Int'l (LAX) airport: October 10
 Deadline for arrival of original documents to Kuehne + Nagel's office: 7 days prior to cargo arrival