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 – 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 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
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 – 1st 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

F
Fabric Graphics – Freeman October 4
Feature Vehicle Display Application (Vehicles outside 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 – 1st day to accept advance freight September 26
Freight – Last day freight accepted at the warehouse without penalty October 24
Freight – 1st Day Shipments accepted at LVCC (see Target Floor Plan) October 31

G
Graphics – Fabric – Freeman October 4
Graphics – Foamcore/PVC – Freeman October 18

H
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

I
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 – Westgate Exhibits (Advance Rate) – Encore October 14

L
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

M
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)

N
New Products Entry (Advance Rate) October 12
New Products Shipping to Advance Warehouse October 24

O
Online Registration Closes @ 2:00pm November 8
Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans) September 6

P
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
### 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 |