



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: November 5 - 8, 2024
Education Days: November 4 - 8, 2024

DEADLINE CHECKLIST

DATE ORDER

JULY

*** July 26 *** **Feature Vehicle Display Application (Vehicles displayed outside of booth)**

AUGUST

August 14 *Show Directory* Listing Information
August 14 *Pocket Guide Company* Listing
August 16 Press/Media Conference Application
August 16 *Pocket Guide* Ad Placement Reservations
August 23 *Pocket Guide* Ad Materials Due
August 23 *Show Directory* Advertising Space Reservations
August 29 *Show Directory* Ad Materials Due

SEPTEMBER

September 6 Booth Design Notification (Required for all exhibits 20x20 or larger)
September 6 Celebrity Appearance Notification – to be included in printed Show material
September 6 Hanging Sign Design Notification Form to Show Management
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 for Outside Exhibits, Tents, Staking Plans
September 6 Permit Application to Clark County – Spraying & Dipping
September 13 **Booth Vehicle** Display Application (Vehicles displayed in booth)
September 13 Sponsorship Artwork / Materials Due to Freeman
September 17 Lead Retrieval Rental (Advance Rate) – CompuSystems
September 27 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)
October 9 Booth Catering Order Service – SODEXO

OCTOBER

October 1 Freight – Freeman Warehouse – 1st day to accept advance freight
October 1 Internet/Telephone Order (Advance Rate) – Cox Business
October 3 Audio Visual & Computers – Freeman AV
October 3 Carpet and Booth Cleaning Order (Advance Rate) - Freeman
October 3 Credit Card Authorization/Method of Payment - Freeman
October 3 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman
October 3 Exhibit Accessories (Advance Rate) – Freeman
October 3 Exhibit Furnishings (Advance Rate) – Freeman
October 3 First-time Exhibitor Booth Package – Freeman
October 3 Graphics – Fabric, Foamcore/PVC – Freeman
October 3 Labor – Hanging Sign/Banner - Freeman
October 3 Labor – Installation and Dismantle – Freeman
October 3 Payment Authorization Form – Freeman
October 3 Rental Exhibit Order (Advance Rate) – Freeman
October 3 Rigging Equipment – Labor Order – Freeman
October 3 Special Signs and Graphics (Advance Rate) - Freeman
October 3 Third Party Payment Authorization – Freeman
October 3 Utilities: Air/Water/Drain Order – (Advance Rate) – Freeman
October 4 Target Move-in Date Change Request – Freeman
October 4 EAC – (Exhibitor-Appointed Contractor) Application Form



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: November 5 - 8, 2024
Education Days: November 4 - 8, 2024

October 4	EAC – (Exhibitor-Appointed Contractor) Proof of Insurance Deadline
October 4	New Products Entry (Advance Rate)
October 4	Products for Project-Vehicle Builders
October 13	Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)
October 13	Graphics – Sponsorship Artwork - Freeman
October 18	After-Hours Events
October 18	After-Hours Event – Proof of Security (Required if having an After-hours event)
October 18	Meeting/Function Space Reservation
October 18	Shipping of Carpet to Advance Warehouse – CARPET/PAD only
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
October 24	New Product Showcase Advance Shipments to Freeman Warehouse
October 25	Photography Order – Expo Ease
October 25	Plant and Floral Order – Expo Ease
October 26	Freight – 1 st Day Shipments accepted at LVCC (refer to Target Floor Plan)

NOVEMBER

November 1	Vehicle Detailing (Advance Rate) – ShowFleet
November 7	Last Day to Pick-up Banquet Tickets – 12 Noon deadline
November 7	Online Registration Closes @ 2:00pm
November 8	Members Lounge Conference Room Reservation by 3pm

ALPHA ORDER

A

Advance Shipments to Freeman Warehouse accepted without penalty	October 24
After-Hours Event - Proof of Security (Required)	October 18
After-Hours Events	October 18
Artwork Due to Freeman – Sponsorships	September 13
Audio Visual & Computers – Freeman AV	October 3

B

Banquet Tickets – On-site Pick-up by 12 Noon)	November 7
Booth Catering Order Service – Sodexo	October 9
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 Insurance (if purchased from Risk Strategies/John Buttine)	October 13
Booth Vehicle Notification (Vehicles displayed <u>IN</u> booth)	September 13

C

Carpet and Booth Cleaning Order (Advance Rate) – Freeman	October 3
Carpet/Pad ONLY Shipment to Freeman Advance Warehouse	October 18
Celebrity Appearance Notification – to be included in printed Show material	September 6
Credit Card Authorization/Method of Payment – Freeman	October 3

E

Electrical Order – LVCC (Advance Rate) – Freeman	October 3
Exhibit Accessories (Advance Rate) – Freeman	October 3
Exhibitor Appointed Contractor (EAC) Application	October 4
Exhibitor Appointed Contractor (EAC) Proof of Insurance	October 4
Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)	October 13
Exhibit Furnishings (Advance Rate) – Freeman	October 3
Exhibitor Registration – Domestic (Badges in Mail) – CompuSystems	September 27



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: November 5 - 8, 2024
Education Days: November 4 - 8, 2024

F

Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space)	* July 26 *
First-time Exhibitor Booth Package (Advance Rate) – Freeman	October 3
Food Service – Booth Catering – SODEXO	October 9
Freight – Freeman Warehouse – 1 st day to accept advance freight	October 1
Freight – Last day freight accepted at the warehouse without penalty	October 24
Freight – 1 st Day Shipments accepted at LVCC (see Target Floor Plan)	October 31

G

Graphics – Fabric, Foamcore/PVC – Freeman	October 3
Graphics – Sponsorship Artwork – Freeman	October 13

H

Hanging Sign Design Notification Form to Show Management	September 6
Hanging Sign Labor Order – Advance Price – Freeman	October 3
Hanging Sign Shipping to the Advance Warehouse – Freeman	October 24
Hot Works Permit Application Due to Clark County	September 6

I

Internet/Telephone Order (Advance Rate) – Cox Business	October 1
--	-----------

L

Labor – Installation and Dismantle – Freeman	October 3
Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman	October 3
Lead Retrieval Rental (Advance Rate) – CompuSystems	September 17

M

Media/Press Conference Application	August 16
Meeting/Function Space Reservation	October 18
Members Lounge Conference Room Reservation	November 8 (3pm)

N

New Products Entry (Advance Rate)	October 4
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 3
Permit Application to Clark County – Hot Works	September 6
Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans)	September 6
Permit Application to Clark County – Spraying / Dipping / Powder Coating	September 6
Photography Order – Expo Ease	October 25
Plant and Floral Order – Expo Ease	October 25
<i>Pocket Guide Company</i> Listing	August 14
<i>Pocket Guide</i> Ad Placement Reservation	August 16
<i>Pocket Guide</i> Ad Materials Due	August 23
Press/Media Conference Application	August 16
Products for Project-Vehicle Builders	October 4



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: November 5 - 8, 2024
Education Days: November 4 - 8, 2024

R
 Registration – Domestic (Receive Badges in Mail) – CompuSystems September 27
 Rental Exhibit Order (Advance Rate) – Freeman October 3
 Rigging Equipment – Labor Order – Freeman October 3

S
 Show Directory Advertising Space Reservations August 23
 Show Directory Listing Information August 14
 Show Directory Advertising Materials August 29
 Shipments – Show Site – 1st Day Freight Accepted On-site - SEE Target MI October 31
 Shipping of Carpet to Advance Warehouse – CARPET/PAD only October 18
 Special Signs and Graphics (Advance Rate) – Freeman October 3
 Sponsorship Artwork / Materials Due to Freeman September 13
 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 3

U
 Utilities: Air/Water/Drain Order – (Advance Rate) - Freeman October 3

V
 Vehicle Detailing (Advance Rate) – ShowFleet November 1
 Vehicle Display Notification (Booth Vehicle) – Vehicle IN booth September 13
 Vehicle Display Application (**Feature Vehicle**) – Vehicle NOT in booth ***July 26***

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. See Shipping Information>International Shipping in this Exhibitor Service Manual.

[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