



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: October 31 – November 3, 2023
Education Days: October 30 – November 3, 2023

DEADLINE CHECKLIST

DATE ORDER

JULY

July 28 **Feature Vehicle Display Application (Vehicles displayed outside of booth)**

AUGUST

August 4 Permit Application to Clark County for Outside Exhibits, Tents, Staking Plans
August 6 Press/Media Conference Application
August 18 *Show Directory* Listing Information
August 18 *Pocket Guide Company* Listing
August 25 *Show Directory* Advertising Space Reservations

August 31 *Show Directory* Ad Materials Due

SEPTEMBER

September 1 Booth Design Notification (Required for all exhibits 20x20 or larger)
September 1 Hanging Sign Design Notification Form to Show Management
September 1 Multi-level Booth Design Notification (Required for all exhibits 20x20 or larger)
September 1 Permit Application to Clark County – Hot Works
September 1 Permit Application to Clark County – Spraying & Dipping
September 8 Celebrity Appearance Notification – to be included in printed Show material
September 8 **Booth Vehicle** Display Application (Vehicles displayed in booth)
September 15 Sponsorship Artwork / Materials Due to Freeman
September 18 Lead Retrieval Rental (Advance Rate) – CompuSystems
September 26 Freight – Freeman Warehouse – 1st day to accept advance freight
September 28 Audio Visual & Computers – Freeman AV
September 28 Carpet and Booth Cleaning Order (Advance Rate) - Freeman
September 28 Credit Card Authorization/Method of Payment - Freeman
September 28 Electrical Order – LVCC Exhibits (Advance Rate) – Freeman
September 29 Exhibitor Registration Due – Domestic (To Receive Badges in Mail)
September 28 Exhibit Accessories (Advance Rate) – Freeman
September 28 Exhibit Furnishings (Advance Rate) – Freeman
September 28 First-time Exhibitor Booth Package – Freeman
September 28 Labor – Hanging Sign/Banner - Freeman
September 28 Labor – Installation and Dismantle – Freeman
September 28 Payment Authorization Form – Freeman
September 28 Rental Exhibit Order (Advance Rate) – Freeman
September 28 Rigging Equipment – Labor Order – Freeman
September 28 Special Signs and Graphics (Advance Rate) - Freeman
September 28 Third Party Payment Authorization – Freeman
September 28 Utilities: Air/Water/Drain Order – (Advance Rate) – Freeman
September 29 Internet/Telephone Order (Advance Rate) – Cox Business
September 29 Target Move-in Date Change Request – Freeman

OCTOBER

October 6 Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)
October 6 EAC – (Exhibitor-Appointed Contractor) Application Form
October 6 EAC – (Exhibitor-Appointed Contractor) Proof of Insurance Deadline
October 6 New Products Entry (Advance Rate)
October 6 Products for Project-Vehicle Builders



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October 13	Shipping of Carpet to Advance Warehouse – CARPET/PAD only
October 13	After-Hours Events
October 13	After-Hours Event – Proof of Security (Required if having an After-hours event)
October 13	Meeting/Function Space Reservation
October 16	Booth Catering Order Service – CENTERPLATE
October 18	Tents / Canopies – Full Circle Events
October 18	Freight – Last day freight will be accepted at the warehouse without penalty
October 19	Hanging Sign/Banner Shipments to Advance Freeman Warehouse
October 19	New Product Showcase Advance Shipments to Freeman Warehouse
October 27	Vehicle Detailing (Advance Rate) – ShowFleet
October 26	Freight – 1 st Day Shipments accepted at LVCC (refer to Target Floor Plan)
October 20	Photography Order – Expo Ease
October 20	Plant and Floral Order – Expo Ease

NOVEMBER

November 2	Last Day to Pick-up Banquet Tickets – 12 Noon deadline
November 3	Members Lounge Conference Room Reservation by 3pm
November 3	Online Registration Closes @ 2:00pm

ALPHA ORDER

A

Advance Shipments to Freeman Warehouse accepted without penalty	October 18
After-Hours Event - Proof of Security (Required)	October 13
After-Hours Events	October 13
Audio Visual & Computers – Freeman AV	September 28

B

Banquet Tickets – On-site Pick-up by 12 Noon)	November 2
Booth Catering Order Service – LVCC/Centerplate	October 16
Booth Design – Single Story (Required for all exhibits 20x20 or larger)	September 1
Booth Design – 2-Story (Required for all exhibits 20x20 or larger)	September 1
Booth Insurance (if purchased from Risk Strategies/John Buttine)	October 6
Booth Vehicle Notification (Vehicles displayed <u>IN</u> booth)	September 8

C

Carpet and Booth Cleaning Order (Advance Rate) – Freeman	September 28
Carpet/Pad ONLY Shipment to Freeman Advance Warehouse	October 19
Celebrity Appearance Notification – to be included in printed Show material	September 8
Credit Card Authorization/Method of Payment – Freeman	September 28

E

Electrical Order – LVCC (Advance Rate) – Freeman	September 28
Exhibit Accessories (Advance Rate) – Freeman	September 28
Exhibitor Appointed Contractor (EAC) Application	October 6
Exhibitor Appointed Contractor (EAC) Proof of Insurance	October 6
Exhibitor Booth Insurance (if purchased from Risk-Strategies/Buttine)	October 6
Exhibit Furnishings (Advance Rate) – Freeman	September 28
Exhibitor Registration – Domestic (Badges in Mail) – CompuSystems	September 29

F

Feature Vehicle Display Application (Vehicles <u>outside</u> of booth space)	* July 28 *
First-time Exhibitor Booth Package (Advance Rate) – Freeman	September 28
Food Service – Booth Catering – CENTERPLATE	October 16



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Freight – Freeman Warehouse – 1 st day to accept advance freight	September 26
Freight – Last day freight accepted at the warehouse without penalty	October 18
Freight – 1 st Day Shipments accepted at LVCC (see Target Floor Plan)	October 26
G	
Graphics – Fabric – Freeman	September 28
Graphics – Foamcore/PVC – Freeman	September 28
H	
Hanging Sign Design Notification Form to Show Management	September 1
Hanging Sign Labor Order – Advance Price – Freeman	September 28
Hanging Sign Shipping to the Advance Warehouse – Freeman	October 19
Hot Works Permit Application Due to Clark County	September 1
I	
Internet/Telephone Order (Advance Rate) – Cox Business	September 29
L	
Labor – Installation and Dismantle – Freeman	September 28
Labor – Hanging Sign/Banner, Truss, Chain Hoist (Advance Rate) – Freeman	September 28
Lead Retrieval Rental (Advance Rate) – CompuSystems	September 18
M	
Media/Press Conference Application	August 6
Meeting/Function Space Reservation	October 13
Members Lounge Conference Room Reservation	November 3 (3pm)
N	
New Products Entry (Advance Rate)	October 6
New Products Shipping to Advance Warehouse	October 19
O	
Online Registration Closes @ 2:00pm	November 3
Outside Exhibits – Permit Application to Clark County (Tents, Truss, Staking Plans)	August 4
P	
Payment Authorization Form – Freeman	September 28
Permit Application to Clark County – Outside Exhibits (Tents, Truss, Staking Plans)	August 4
Permit Application to Clark County – Hot Works	September 1
Permit Application to Clark County – Spraying / Dipping / Powder Coating	September 1
Photography Order – Expo Ease	October 20
Plant and Floral Order – Expo Ease	October 20
<i>Pocket Guide Company</i> Listing	August 18
Press/Media Conference Application	August 6
Products for Project-Vehicle Builders	October 6
R	
Registration – Domestic (Receive Badges in Mail) – CompuSystems	September 29
Rental Exhibit Order (Advance Rate) – Freeman	September 28
Rigging Equipment – Labor Order – Freeman	September 28
S	
<i>Show Directory</i> Advertising Space Reservations	August 25
<i>Show Directory</i> Listing Information	August 18
<i>Show Directory</i> Advertising Materials	August 31



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Shipments – Show Site – 1 st Day Freight Accepted On-site - SEE Target MI	October 26
Shipping of Carpet to Advance Warehouse – CARPET/PAD only	October 19
Special Signs and Graphics (Advance Rate) – Freeman	September 28
Sponsorship Artwork / Materials Due to Freeman	September 15
Spraying / Dipping / Powder Coating Permit Application due to Clark County	September 1

T

Target Move-in Date Change Request – Freeman	September 29
Tents / Canopies – Full Circle Events	October 18
Third Party Payment Authorization – Freeman	September 28

U

Utilities: Air/Water/Drain Order – (Advance Rate) - Freeman	September 28
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V

Vehicle Detailing (Advance Rate) – ShowFleet	October 27
Vehicle Display Notification (Booth Vehicle) – Vehicle <u>IN</u> booth	September 8
Vehicle Display Application (Feature Vehicle) – Vehicle <u>NOT</u> in booth	*July 28*

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 |