

# EXHIBITOR'S PLANNING CALENDAR

## DEADLINES AND DUE DATES

FOREST PRODUCTS MACHINERY & EQUIPMENT EXPOSITION  
GEORGIA WORLD CONGRESS CENTER ♦ ATLANTA, GA  
June 5 - 7, 2013

### **February 1, 2013**

Final Booth Payment Due

### **February 15, 2013**

[Housing Opens](#)  
[Register Exhibit Personnel](#)  
[Review Sponsorship/Advertising Opportunities](#)

### **April 15, 2013**

Advertising Deadline for Show Program

### **April 27, 2013**

[EAC Information and Insurance Certificates](#)  
[Insurance Certificate & Work Authorization](#)

### **April 28, 2013**

Early Bird Discount Deadline:  
[Lead Retrieval](#)

### **April 30, 2013**

Display Advertising Materials Due

### **May 1, 2013**

Drayage Contractor begins receiving  
warehouse shipments

### **May 14, 2013**

Pre-show Order Deadline  
Lead Retrieval

### **May 14, 2013**

Advance Discount Deadline for GES Services

### **May 16, 2013**

Advance Discount Deadlines:  
[Lead Retrieval](#)  
Convention Center Services:  
Electrical, Cable  
Utilities - Air, Water, etc  
Food Service/Catering  
Telephone & Internet

### **May 22, 2013**

[Hotel Reservation Cutoff Date](#)  
[Booth Personnel Pre-registration Deadline](#)

Advance Discount Deadline:  
Audio Visual / Computer Orders

### **May 30, 2013**

Deadline for receiving warehouse shipments

### **SHOW WEEK:**

#### **June 2, 2013 – 8:00 A.M.**

Move-In Begins for Island Booths  
Onsite shipments not to arrive prior to this date

#### **June 3, 2013 – 8:00 A.M.**

Move-In for Island Booths

#### **June 4, 2013 – 8:00 A.M.**

Move-In for Inline Booths

#### **June 5, 2013 – 11:00 A.M.**

Deadline for Move-In & Erection of Displays

#### **June 5, 2013 – 12:00 P.M.**

EXPO 2013 Opens

#### **June 6, 2013 – 9:00 A.M. – 5:00 P.M.**

Expo 2013 Open

#### **June 7, 2013 – 9:00 A.M. – 1:00 P.M.**

Expo 2013 Open

#### **June 7, 2013 – 1:00 P.M.**

Move-Out Begins

#### **June 9, 2013 – 1:00 P.M.**

Deadline for Removal of Exhibits from GWCC

### **LINKS:**

[Exhibitor Service Manual](#)

[2013 Forest Products Machinery &  
Equipment Exposition](#)