

EXHIBITOR MANUAL SUMMARY

QUICK LINKS

There are many contractors for **TIDES 2023** please see a breakdown with links of where to go for relevant information:

- GES**– Ordering booth items and organize shipping
- Metro Multimedia** – Ordering additional Audio/Visual Services
- Encore**– Ordering further electrical
- A2Z**– Floorplan of exhibit hall Informa
- Accommodations** – Book your stay

DEADLINES TO MAKE NOTE OF:

Due Date		Link to Submit
Immediately	Company Logo in EPS format	
Immediately	Review Event Schedule & Exhibitor Manual	Exhibitor Manual
March 28th	Height Variance Form <i>(if applicable)</i>	Return to Show Management
April 3rd	Advance Shipments to Warehouse Begins	GES
April 3rd	Exhibitor Appointed Contractor Form	GES
April 11th	Certificate of Insurance <i>(required)</i>	Return to Show Management
April 18th	Furnishings/Cleaning	GES
April 22nd	Audio & Visual Rentals	Metro Multimedia
April 25th	Electrical	Encore
April 25th	Rigging/ Hanging Signs	Encore
April 25th	Internet/Telephone/Cable	SingleDigits
May 3rd	Registration Deadline	Visit Connect (individual link will be emailed)
May 1st	Last Day for Advance Shipments to Warehouse	GES