

EXHIBITOR MANUAL SUMMARY

QUICK LINKS

There are many contractors for [TIDES 2024](#) 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
- [Hynes Convention Center](#) – 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 | Send to Kristin.Wittreich@informa.com |
| Immediately | Review Event Schedule & Exhibitor Manual | Exhibitor Manual |
| April 1st | Height Variance Form <i>(if applicable)</i> | Return to Show Management |
| April 9th | Advance Shipments to Warehouse Begins | GES |
| April 12th | Exhibitor Appointed Contractor Form | GES |
| April 12th | Certificate of Insurance <i>(required)</i> | Return to Show Management |
| April 22nd | Furnishings/Cleaning | GES |
| April 26th | Audio & Visual Rentals | Metro Multimedia |
| April 22nd | Electrical | Hynes Convention Center |
| April 22nd | Rigging/ Hanging Signs | Hynes Convention Center |
| April 22nd | Internet/Telephone/Cable | Hynes Convention Center |
| May 6th | Registration Deadline | Visit Connect (individual link will be emailed) |
| May 8th | Last Day for Advance Shipments to Warehouse | GES |