

Los Angeles Auto Show
 11835 W. Olympic Blvd., Suite 625
 Los Angeles, CA 90064
 (310) 444-1850
 Fax (310) 444-5971



Press Days: December 2-3, 2009
Public Show Days: December 4-13, 2009
 Los Angeles Convention Center

IMPORTANT DEADLINES

FORM NAME	DUE DATE	RETURN TO
Submit Floor Plans for Review	October 2	LA Auto Show
Manufacturer Certificate of Insurance Due EAC Notification and Certificate of Insurance Due Section 2	October 12	LA Auto Show
Official Hotel Reservations Section 5 – Omni Los Angeles Hotel	November 2	Omni Hotel
Early Move-in Billing Form Due Section 2	November 4	LA Auto Show
Overhead Lighting Plans, Drawings and Load Requirements Due Section 1 – Page 7 Section 3 – Hanging Sign/Truss Labor Information	November 4	GES
Overhead Lighting and Rigging Labor Order and Payment Due Section 1 – Page 7 Section 3 – Hanging Sign/Truss Labor Order Form	November 4	Paradise Decorating
Electrical Service Order, Labor Request and Payment Due Section 4	November 4	LACC
Telecommunications Service Order and Payment Due Section 4	November 4	LACC
Plumbing Service Order and Payment Due Section 4	November 4	LACC
Advance Freight, Literature and Bags to Decorator Section 1 – Manual, page 4 Section 3 – Material Handling Order Form	November 25	Paradise Decorating