

**Los Angeles Auto Show**  
 11835 W. Olympic Blvd., Suite 860  
 Los Angeles, CA 90064  
 (310) 444-1850  
 Fax (310) 444-5971



Press Days: November 17-18, 2010  
**Public Show Days: November 19-28, 2010**  
 Los Angeles Convention Center

## IMPORTANT DEADLINES

FORM NAME	DUE DATE	RETURN TO
Submit Floor Plans for Review	September 4	LA Auto Show
Manufacturer Certificate of Insurance Due EAC Notification and Certificate of Insurance Due Section 2	September 27	LA Auto Show
Overhead Lighting and Rigging Labor Order and Payment Due Section 1 – Page 7 Section 3 – Hanging Sign/Truss Labor Order Form	October 1	Paradise Decorating
Official Hotel Reservations (based on availability) Section 5 – JW Marriot Section 5 – Omni Los Angeles Hotel	October 15	JW Marriot Omni Hotel
Early Move-in Billing Form Due Section 2	October 18	LA Auto Show
Overhead Lighting Plans, Drawings and Load Requirements Due Section 1 – Page 7 Section 3 – Hanging Sign/Truss Labor Information	October 18	GES
Electrical Service Order, Labor Request and Payment Due Section 4	October 18	LACC
Telecommunications Service Order and Payment Due Section 4	October 18	LACC
Plumbing Service Order and Payment Due Section 4	October 18	LACC
Advance Freight, Literature and Bags to Decorator Section 1 – Manual, page 4 Section 3 – Material Handling Order Form	November 5	Paradise Decorating