



NEW ORLEANS  
MAY 19-22



# IMPORTANT DATES TO KNOW

Additional information for each deadline can be found in the [Exhibitor & Sponsor Portal](#).

## FEBRUARY 19

- Company descriptions, logos, areas of expertise, and show specials due\*

## FEBRUARY 21

- Webinar: Best Practices and Big Ideas to Improve Your Booth Design for ATD 2024 – 2 p.m. EST

## MARCH 2

- Advertising artwork due\*
- Exhibitor session (Solution Session, Learning Stage Session, Author Chat Session) descriptions due (submit through Exhibitor & Sponsor Portal)\*

## MARCH 8

- [Housing](#): Room block request deadline/ All names due for all room blocks

## MARCH 19

- Submit Transportation needs for any VIP transfers, off-site events, etc.\*\*

## MARCH 20

- Webinar: Empower Your Team to Engage ATD 2024 Attendees Even More Efficiently – 2 p.m. EST

## MARCH 22

- Lead Retrieval: Early bird price deadline\*\*

## MARCH 30

- Island booth/tower renderings due to show management for approval\*
- Hanging sign renderings due to show management for approval\*

## APRIL 8

- Exhibitor Appointed Contractor (EAC) information due\*

- Certificate of Insurance due\*

## **APRIL 17**

- Shipping: Advanced warehouse begins accepting freight

## **APRIL 19**

- Freeman Deco & AV: Discount price deadline\*\*

## **APRIL 23**

- Internet: Discount price deadline\*\*
- Electrical: Discount price deadline\*\*

## **APRIL 26**

- Tote bag inserts due for approval\*
- [Housing](#): deadline for individual housing reservations
- [Housing](#): Adds/cancelations/changes due for all housing reservations

## **MAY 6**

- Catering deadline\*\*

## **MAY 10**

- Advanced warehouse deadline (shipments received after this day will incur an additional charge.)
- Tote bag inserts due to warehouse (shipments received after this day will incur an additional charge.)

## **MAY 17**

- Shipping: Freight accepted onsite

## **MAY 19**

- Booths must be set by 5 p.m. (Show management reserves the right to use unoccupied exhibit space if booths are not set by this time)

## **MAY 20-22**

- Exhibit Hours

Monday, May 20	9:30 a.m.–3 p.m.
Tuesday, May 21	9:30 a.m.–3 p.m.
Wednesday, May 22	9:00 a.m.–1 p.m.

## **MAY 23**

**atd 24** NEW ORLEANS  
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- Exhibitor move-out ends (Carriers must check-in by 1 p.m. and be clear by 3 p.m.)

\*Submit through [Exhibitor & Sponsor Portal](#)

\*\*Order through Exhibitor Manual