



NEW ORLEANS
MAY 19-22



IMPORTANT DATES TO KNOW

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

FEBRUARY 2

- 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

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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