

# IMPORTANT DATES TO KNOW

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

## FEBRUARY 5

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

## MARCH 4

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

## MARCH 7

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

## MARCH 14

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

## MARCH 31

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

## APRIL 11

- Exhibitor Appointed Contractor (EAC) information due\*
- Certificate of Insurance due\*

## APRIL 15

- Shipping: Advanced warehouse begins accepting freight

## APRIL 17

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

## APRIL 25

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

## MAY 8

- 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 15

- Shipping: Freight accepted onsite

## MAY 17

- 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 18-20

- Exhibit Hours

Sunday, May 18	12 p.m. – 4:30 p.m.
Monday, May 19	9:30 a.m.–3 p.m.
Tuesday, May 20	9:00 a.m.–4 p.m.

## MAY 21

- Exhibitor move-out ends (Carriers must check-in by 3 p.m. and be clear by 5 p.m.)

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

\*\*Order through Exhibitor Manual