



CALENDAR OF DEADLINES

FEBRUARY

- Company Description, Areas of Expertise, Show Specials** Due February 7
- Company Logo** Due (Sponsors and Premium Brand Enhancement Only)..... February 7

MARCH

- Exhibitor Session Descriptions** Due (Sponsors Only) March 4
(Solution Session, Demo Session, Experiential Session, and Author Chat Descriptions)
- Advertising Artwork** Due..... March 4
- Lead Retrieval*** (CompuSystems) Early Bird Pricing..... March 16
- Island Booth/Tower Renderings** Due March 28
- Hanging Sign Renderings**..... March 28

APRIL

- Lead Retrieval*** (CompuSystems) Advanced Pricing..... April 1
- Tote Bag Insert:** Sample Due to ATD for Approval April 1
- Exhibitor Appointed Contractor (EAC) Form*** Due..... April 8
- Certificate of Insurance (COI) Form*** Due..... April 8
- Freeman:** Advanced Pricing Deadline (see services below) April 15
- Audio Visual*** (Freeman Event Technology): Discounted Pricing Deadline..... April 15
- Advanced Freight*** (Freeman): First Day to Ship to Warehouse April 15
- Orange County Convention Center:** Advanced Pricing Deadline (see services below) April 20
- Tote Bag Insert:** Due to Mail House April 22
- Booth Catering (Centerplate)** Cutoff..... April 22
-

MAY

- Housing (MCI):** Cut-Off Date..... May 6
- Advanced Freight*** (Freeman): Deadline to Arrive at Warehouse..... May 6
- On-Site Freight*** (Freeman): First Day to Ship to Show Site..... May 13
- Booth Setup:** Must Be Completed by 5 p.m..... May 15

*Forms can be found in the online Exhibitor Service Manual.

FREEMAN—ADVANCED PRICING DEADLINES (ALL FORMS CAN BE FOUND IN THE EXHIBITOR MANUAL)

- Accessories.....April 15
- Booth Cleaning.....April 15
- Carpet.....April 15
- CleaningApril 15
- Digital GraphicsApril 15
- Exhibit Accessories.....April 15
- Exhibit TransportationApril 15
- Fabric Solutions.....April 15
- Furnishing Essentials.....April 15
- Graphics and SignsApril 15
- Installation and DismantleApril 15
- Method of Payment.....April 15
- Material HandlingApril 15
- Mobile UnitsApril 15
- Outbound ShippingApril 15
- RiggingApril 15
- Rental ExhibitsApril 15
- Select FurnishingsApril 15
- ShowcasesApril 15
- Third-Party Authorization Form.....April 15
- Total FlexApril 15

ORANGE COUNTY CONVENTION CENTER (OCCC)—ADVANCED PRICING DEADLINES (ALL FORMS CAN BE FOUND IN THE EXHIBITOR MANUAL)

- Aerial Lighting.....April 20
- Cable TV.....April 20
- Electric.....April 20
- Internet/Telephone.....April 20
- Method of Payment.....April 20
- Plumbing & GasApril 20
- Rigging & Hanging Sign LaborApril 20