



SAN DIEGO
MAY 21-24

CREATE A WORLD
THAT WORKS BETTER

CALENDAR OF DEADLINES

JANUARY

- Company Description, Areas of Expertise, Show Specials:** Due January 30**
- Company Logo:** Due January 30**

** By completing this task by January 30, your information will be included in TD Magazine & the onsite Program Guide. Should you miss the January 30 deadline, your information can still be included in the Program Guide if you meet the February deadline below.

FEBRUARY

- Company Description, Areas of Expertise, Show Specials:** Due February 17~
- Company Logo:** Due February 17~

~ Late deadline for inclusion in the onsite Program Guide only.

MARCH

- Advertising Artwork:** Due March 1
- Exhibitor Session Descriptions:** Due (Sponsors Only) March 3
(Solution Session, Learning Stage Session, and Author Chat Descriptions)
- Lead Retrieval:** (MCI) Early Bird Pricing.....March 17
- Island Booth/Tower Renderings:** Due March 20
- Hanging Sign Renderings:**.....March 20
- Tote Bag Insert:** Sample Due to ATD for Approval March 31

APRIL

- Exhibitor Appointed Contractor (EAC) Form** Due April 7
- Certificate of Insurance (COI) Form:** Due.....April 7
- Lead Retrieval** (MCI) Advanced Pricing.....April 14
- Tote Bag Insert:** Due to Mail House.....April 17
- Advanced Freight*:** (Freeman): First Day to Ship to WarehouseApril 19
- Freeman*:** Advanced Pricing Deadline (see services below) April 21
- Audio Visual*:** (Freeman Event Technology): Discounted Pricing Deadline.....April 21
- Basic Internet Package*:** (Smart City)April 25
- Housing:** (MCI): Cut-Off Date April 28

MAY

- Internet*** (Smart City)May 2
- Cable TV/ Telephone*** (Smart City)May 2
- Booth Cleaning*** (Convention Center) May 3
- Booth Catering*** (Centerplate) Cutoff.....May 5
- Advanced Freight*** (Freeman): Deadline to Arrive at Warehouse.....May 12
- On-Site Freight*** (Freeman): First Day to Ship to Show Site.....May 19
- Booth Setup:** Must Be Completed by 5 p.m. May 21

*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 21
- Carpet April 21
- Cleaning April 21
- Digital Graphics..... April 21
- Exhibit Accessories..... April 21
- Exhibit Transportation April 21
- Fabric Solutions..... April 21
- Furnishing Essentials..... April 21
- Graphics and Signs April 21
- Installation and Dismantle April 21
- Method of Payment..... April 21
- Material Handling April 21
- Mobile Units April 21
- Outbound Shipping April 21
- Rigging April 21
- Rental Exhibits April 21
- Select Furnishings April 21
- Showcases April 21
- Third-Party Authorization Form April 21
- Total Flex April 21
- Plumbing & Gas April 21
- Electric..... April 21
- Rigging & Hanging Sign Labor April 21

