



Deadline & Dates Checklist

Summary of Key Dates:

More information can be found at the [Freeman Show Schedule](#)

Key Deadlines	Due Dates	Check Completed
Update Exhibitor Listing in Hub	Ongoing	
Book Hotel Accommodations	Ongoing	
Review Booth Guidelines	Ongoing	
Full Exhibitor Payment (120 days out)	September 24, 2023	
Register Your Staff Badges (Access through Exhibitor Hub) Coming Soon	Registration opens in late November / Early December	
Submit Balloon Policy Review Form on Exhibitor Hub	December 4, 2023	
Advanced Discount Rate for Lead Retrieval	December 14, 2023	
Advance Freight Receiving Starts	December 26, 2023	
Freeman Discount Pricing Deadlines	December 26, 2023	
Mirage Event Center Ordering Discount Deadline	January 1, 2024	
<ul style="list-style-type: none"> • Electrical • Rigging • AV • Catering • Wifi 		
Upload COI to Exhibitor Portal Insurance Requirements	January 8, 2024	
Last Day of Advance Warehouse Receiving (Materials received after this date will incur late penalties.)	January 16, 2024	
Show-site Freight Receiving Starts	January 21, 2024	
Exhibitor Move-in	Sunday, 1/21/2024, 8:00AM – 5:00PM Monday 1/22/2024, 8:00AM – 5:00PM	
Show-site Freight Receiving Stops	Monday 1/22/2024, 8:00AM – 5:00PM	
Show Times	Tuesday, 1/23/2024 9:30AM – 6:00PM Wednesday, 1/24/2024 9:30AM – 6:00PM Thursday, 1/25/2024 9:30AM – 3:00PM	
Exhibitor Move Out	Thursday, 1/25/2024 3:00PM – 9:00PM Friday, 1/26/2023 8:00AM – 12:00PM (Carrier check in by 10:00AM, pickup ends at 12:00PM)	