

Deadline Dates & Checklist

Summary of Key Dates:

Key Deadlines	Due Dates	Check off When Complete
Update Exhibitor Listing	Ongoing	
Register Your Staff Badges	Coming Soon	
Lead Retrieval Early Bird Pricing Ends	May 28 th	
Lead Retrieval Pre-Show Discount Deadline	June 14 th	
Advance Warehouse Shipping Receiving Begins	June 25 th	
Freeman Pre-Show Discount Deadline	June 28 th	
Submit Exhibitor Insurance to Exhibitor Portal	June 28 th	
Submit EAC Form	June 28 th	
Advanced Shipping Receiving Ends	July 19 th	
Electrical Discount Rate Deadline	July 21 st	
Plumbing Order Deadline	July 21 st	
Internet Incentive Order Pricing Deadline	July 21 st	
Direct Shipping Receiving Begins	July 26 th	
Exhibitor Move-in	July 26 th 8 am – 5 pm July 27 th 8 am – 11 am	
Show Start	July 27 th	
Show End	July 29 th	
Exhibitor Move Out	July 29 th 3 pm -11 pm	