



Deadline Dates & Checklist

Summary of Key Dates:

Key Deadlines	Due Dates	Check off When Complete
Update Exhibitor Listing	Ongoing	
Register Your Staff Badges	Ongoing – Doing so pre-show is recommend	
Full Exhibitor Payment (120 days out)	Due Now	
Lead Retrieval Deadlines: Early Bird Pricing Ends Advanced Pricing Ends	November 12 th November 29 th	
Advance Warehouse Shipping Receiving Begins	December 13 th	
Hotel Reservation Cutoff	December 17 th	
Electrical Discount Rate Deadline	December 21 st	
Internet Incentive Order Pricing Deadline	December 21 st	
Freeman Pre-Show Discount Deadline	December 13 th	
Advanced Shipping Receiving Ends	January 4 th	
Direct Shipping Receiving Begins	January 9 th	
Exhibitor Move-in	Jan 10 th , 8:00 AM – 5:00 PM	
Show Start	January 11 th	
Show End	January 13 th	
Exhibitor Move Out	Jan 13 th , 3:00 PM – 11:59 PM	