



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 Portal | Ongoing | |
| Register Your Staff Badges (Access through Exhibitor Listing Portal) | Registration opens in late November / Early December | |
| Full Exhibitor Payment (120 days out) | Due Now | |
| Lead Retrieval | Ongoing | |
| Upload COI to Exhibitor Portal Insurance Requirements | December 23, 2022 | |
| Advance Freight Receiving Starts | December 12, 2022 | |
| Freeman Discount Pricing Deadlines | December 12, 2022 | |
| Mirage Event Center Ordering Discount Deadline | December 17, 2022 | |
| <ul style="list-style-type: none"> • Electrical • Rigging • AV • Catering • Wifi | | |
| Last Day of Advance Warehouse Receiving (Materials received after this date will incur late penalties.) | January 4, 2023 | |
| Show-site Freight Receiving Starts | January 8, 2023 | |
| Exhibitor Move-in | Sunday, 1/8/2023, 8:00AM – 5:00PM Monday 1/9/2023, 8:00AM – 5:00PM | |
| Show-site Freight Receiving Stops | Monday 1/9/2023, 8:00AM – 5:00PM | |
| Show Times | Tuesday, 1/10/2023 9:30AM – 6:00PM Wednesday, 1/11/2023 9:30AM – 6:00PM Thursday, 1/12/2023 9:30AM – 3:00PM | |
| Exhibitor Move Out | Thursday, 1/12/2023 3:00PM – 9:00PM Friday, 1/13/2023 8:00AM – 12:00PM (Carrier check in by 10:00AM, pickup ends at 12:00PM) | |