



## KEY DEADLINES

- NOW Complete Your Company Description in Your [Exhibitor Portal](#)
- August 10 Exhibitor Appointed Contractor (EAC) COI Due
- August 17 First Day Shipments May Arrive to the Advance Warehouse
- August 24 Discount Deadline —Decorator Services  
*(Carpet, Furniture, Material Handling, etc.)*
- September 4 Discount Deadline—Facility Services *(Electrical, Internet, Catering, AV, etc.)*
- September 17 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
*After September 17, shipments received at the warehouse are subject to additional late charges.*
- September 24 **ONSITE / DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE CONVENTION CENTER**  
*Shipments sent directly to the Convention Center will not be accepted prior to September 24.*
- September 25 Exhibits **MUST** be set by 10:00 AM. To request a variance, please email Lauren Turosik at [Lauren.Turosik@spargoinc.com](mailto:Lauren.Turosik@spargoinc.com) by Thursday, September 20 at 5 PM EST.

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES. PLEASE REFER TO ALL DEADLINES FROM OFFICIAL SERVICE CONTRACTORS WITHIN EXHIBITOR SERVICE MANUAL.