

## DEADLINE CHECKLIST

### ACT NOW!

#### Sponsorship Opportunities

Contact Sponsorship Management at [ATSDExhibits@spargoinc.com](mailto:ATSDExhibits@spargoinc.com).

### ASAP

#### Complete Your Online Company Description

Login to your [Exhibitor Portal](#) with your company password to update your description & product categories. For password assistance, email [Brittany.Spargo@spargoinc.com](mailto:Brittany.Spargo@spargoinc.com).

Advance Warehouse begins accepting shipments

April 19

[Non-Official EAC](#) Notification Deadline

April 25

Advance Order Discount deadline for [Vista Convention Services](#)  
Carpet, Furniture, Shipping, Labor, etc.

April 29

Advance Warehouse Freight Deadline (without surcharge)

May 8

#### Direct to Show Site Shipments May Begin to Arrive

*Shipments arriving before this day may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.*

May 8

Exhibitor Move In Begins at 8:00 AM

May 8

All exhibit space must be set by 5:00 PM

*If you are not able to meet this requirement, you must submit a variance request to [Brittany.Spargo@spargoinc.com](mailto:Brittany.Spargo@spargoinc.com) no later than 5:00 PM on Thursday, April 28.*

**The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).**