



# EXHIBITOR DEADLINES & IMPORTANT DATES

| Deadline  | Item  | Complete |
|-----------|---|----------|
| ASAP      | Complete Online Company Listing<br><i>Login to your <a href="#">Exhibitor Portal</a> with your company password to update your description &amp; product categories. For password assistance, email <a href="mailto:Brittany.Spargo@spargoinc.com">Brittany.Spargo@spargoinc.com</a>.</i> | _____    |
| July 9    | Discount deadline for <a href="#">CAPTURE! Powered by Spargo Lead Retrieval</a>   | _____    |
| July 15   | <a href="#">Non-Official EAC</a> Notification Deadline  | _____    |
| July 29   | Advance Order Discount deadline for <a href="#">Vista Convention Services Carpet, Furniture, Shipping, Labor, etc.</a>  | _____    |
| August 5  | Discount deadline for <a href="#">Encore Internet, Electric, AV</a>   | _____    |
| August 5  | <a href="#">Advance Warehouse Freight</a> Deadline (without surcharge)  | _____    |
| August 14 | Island Booth Move In Begins at 12:00 PM   | _____    |
| August 14 | <a href="#">Direct to Show Site Shipment</a> May Begin to Arrive<br><i>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.</i>                                | _____    |
| August 15 | Exhibitor Move In Begins at 8:00 AM   | _____    |
| August 15 | All exhibit space must be set by 5:00 PM<br><i>If you are not able to meet this requirement, you must submit a variance request to <a href="mailto:Brittany.Spargo@spargoinc.com">Brittany.Spargo@spargoinc.com</a> no later than 5:00 PM on Thursday, August 12.</i>                     | _____    |

Please refer to all other deadlines for official service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).