



DEADLINES & IMPORTANT DATES

Deadline	Item	Complete
ASAP	Sponsorship Opportunities For questions, please contact afceaexhibits@spargo.com . Complete Online Company Listing	_____
ASAP	Login to your Exhibitor Portal with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@spargo.com .	_____
August 8	Discount deadline for CAPTURE! Powered by Spargo Lead Retrieval	_____
August 9	Non-Official EAC Notification Deadline	_____
August 23	Advance Order Discount deadline for Vista Convention Services Carpet, Furniture, Shipping, Labor, etc.	_____
August 30	Advance Warehouse Freight Deadline (without surcharge) Direct to Show Site Shipment May Begin to Arrive	_____
September 6	<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>	_____
September 6	Exhibitor Move In Begins at 8:00 AM	_____
September 6	All exhibit space must be set by 4:00 PM <i>If you are not able to meet this requirement, you must submit a variance request to Brittany.Spargo@spargo.com no later than 5:00 PM on Thursday, September 1.</i>	_____

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