

KEY DEADLINES

This is a partial key deadline list. Please refer to all deadlines from official service contractors on their individual order forms located in the Service Order Forms section or by contacting the appropriate contactor directly.

ACT NOW!

Sponsorship Opportunities

Contact Sponsorship Management at afceaexhibits@sparqoinc.com

October 4

Online Company Description Due

Login to your [Exhibitor Portal](#) with your Company Password to update your company description. For password assistance, email Brittany.Sparqo@sparqoinc.com

November 5

Advance Shipment Deadline without Late Fees

November 11

Discount deadline for Lead Retrieval

November 12

Direct to Show Site Shipments May Begin to Arrive

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

Exhibitor Move In Begins at 7 AM

November 12

All exhibit space must be set by 9 AM

If you are not able to meet this requirement, you must submit a variance request to Brittany.Sparqo@sparqoinc.com no later than 5PM on Thursday, November 7.

Exhibit Hall opens at 9 AM