



DEADLINE CHECKLIST

ACT NOW!

[Sponsorship Opportunities](#)

For questions, please contact the Sponsorship team at afceaexhibits@spargo.com.

February 28

Discount deadline for [Capture! Powered by Spargo](#)

Lead Retrieval

March 18

[Non-Official EAC](#) Notification Deadline

March 25

Advance Order Discount deadline for [Vista Convention Services](#)

Carpet, Furniture, Shipping, Labor, etc.

April 1

Advance Warehouse Freight Deadline

April 10

Direct to Show Site Shipments May Begin to Arrive

Exhibitor Move In Begins at 8:00 AM

April 11

All exhibits must be set by 11:00 AM

*After this time, show management reserves the right to use any empty space in a way that will complement the overall appearance of the exhibition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Brittany Spargo at 571-279-0021 or Brittany.Spargo@spargo.com by **Thursday, March 31**.*

April 11

Exhibit Hall opens at 12:00 PM

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