



EXHIBITOR DEADLINES & IMPORTANT DATES

Deadline	Item	Complete
ASAP	Complete Online Company Listing <i>Login to your Exhibitor Portal with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@spargoinc.com.</i>	_____
October 4	Discount deadline for CAPTURE! Powered by Spargo Lead Retrieval	_____
October 7	Non-Official EAC Notification Deadline	_____
October 14	Advance Order Discount deadline for Vista Convention Services Carpet, Furniture, Shipping, Labor, etc.	_____
October 17	Discount deadline for ICS Electrical, Floral, Audio Visual and Custom Furniture	_____
October 21	Advance Warehouse Freight Deadline (without surcharge)	_____
October 30	Direct to Show Site Shipment May Begin to Arrive <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>	_____
October 30	Exhibitor Move In Begins at 8:00 AM	_____
October 31	All exhibit space must be set by 5:00 PM <i>If you are not able to meet this requirement, you must submit a variance request to Brittany.Spargo@spargoinc.com no later than 5:00 PM on Thursday, October 27.</i>	_____

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