



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	<p>Supporting Partner Opportunities Click here for more information.</p>	<input type="checkbox"/>
ASAP	<p>Complete Online Company Listing Login to your Exhibitor Portal with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@spargoinc.com.</p>	<input type="checkbox"/>
OCT 7	<p>Discount deadline for CAPTURE! Powered by Spargo <i>Lead Retrieval</i></p>	<input type="checkbox"/>
OCT 20	<p>Discount deadline for Vista Convention Services <i>Carpet, Furniture, Shipping, Labor, etc.</i></p>	<input type="checkbox"/>
OCT 27	<p>Advance Warehouse Freight Deadline (without surcharge)</p>	<input type="checkbox"/>
NOV 5	<p>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></p>	<input type="checkbox"/>
NOV 6	<p>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, November 2.</i></p>	<input type="checkbox"/>

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