



## EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
SEPTEMBER 27	<a href="#">Supporting Partner Opportunities</a>	<input type="checkbox"/>
ASAP	<b>Complete Online Company Listing</b> <i>To complete your online company listing, please login <a href="#">here</a>. To create a login, please follow the instructions <a href="#">here</a>.</i>	<input type="checkbox"/>
SEPTEMBER 21	Discount deadline for <a href="#">CAPTURE! Powered by Spargo</a> <i>Lead Retrieval</i>	<input type="checkbox"/>
OCTOBER 4	Discount deadline for <a href="#">SmartCity</a> <i>Internet</i>	<input type="checkbox"/>
OCTOBER 4	Discount deadline for <a href="#">Vista Convention Services</a> <i>Carpet, Furniture, Shipping, Labor, etc.</i>	<input type="checkbox"/>
OCTOBER 8	Discount deadline for <a href="#">ICS</a> <i>Electric, Floral and Custom Furniture</i>	<input type="checkbox"/>
OCTOBER 11	<a href="#">Advance Warehouse Freight</a> Deadline (without surcharge)	<input type="checkbox"/>
OCTOBER 20	<a href="#">Direct to Show Site Shipment</a> 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>	<input type="checkbox"/>
OCTOBER 21	<b>All exhibit space must be set by 5:00 PM</b> <i>If you are not able to meet this requirement, you must submit a variance request to <a href="mailto:Brittany.Sparqo@sparqoinc.com">Brittany.Sparqo@sparqoinc.com</a> no later than 5:00 PM on Thursday, October 17.</i>	<input type="checkbox"/>

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