



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	Register Your Staff	<input type="checkbox"/>
ASAP	Complete Online Company Listing <i>To submit information for your Online Company Listing, please login here. To create a login, follow the instructions here.</i>	<input type="checkbox"/>
ASAP	Certificate of Insurance Submit to Brittany.Spargo@spargoinc.com	<input type="checkbox"/>
SEPTEMBER 5	Ancillary Event Request Form Due	<input type="checkbox"/>
SEPTEMBER 26	Plush Carpet Order Due for Vista Convention Services <i>Exhibitors MUST either rent carpet from VISTA or bring their own floor covering.</i>	<input type="checkbox"/>
SEPTEMBER 26	Deadline to submit Exhibitor Appointed Contractor Form	<input type="checkbox"/>
SEPTEMBER 17	Supporting Partner Opportunities	<input type="checkbox"/>
OCTOBER 6	Discount deadline for ICS <i>Electric, Floral and Custom Furniture</i>	<input type="checkbox"/>
OCTOBER 10	Discount deadline for Projection <i>Audio Visual</i>	<input type="checkbox"/>
OCTOBER 10	Discount deadline for SmartCity Networks <i>Internet</i>	<input type="checkbox"/>
OCTOBER 10	Carpet Order Due for Vista Convention Services <i>Exhibitors MUST either rent carpet from VISTA or bring their own floor covering.</i>	<input type="checkbox"/>
OCTOBER 10	Discount deadline for Vista Convention Services <i>Carpet, Furniture, Shipping, Labor, etc.</i>	<input type="checkbox"/>
OCTOBER 17	Advance Warehouse Freight Deadline (without surcharge)	<input type="checkbox"/>

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