



DEADLINE CHECKLIST

ASAP

Complete Company Description & Select Product Categories

Login to your [Exhibitor Portal](#) with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@spargoinc.com.

September 17

Discount deadline for [CAPTURE! Powered by Spargo](#)
Lead Retrieval

October 8

Advance Order Discount deadline for [Vista Convention Services](#)
Carpet, Furniture, Shipping, Labor, etc.

Non-Official [EAC](#) Notification Deadline

Advance Warehouse begins accepting shipments

October 15

Advance Warehouse Freight Deadline (without surcharge)

October 25

Direct to Show Site Shipments May Begin to Arrive

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.

The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the [Exhibitor Services Manual](#).