



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.
- March 14 Discount deadline for [CAPTURE! Powered by Spargo](#)
Lead Retrieval
- April 11 Advance Order Discount deadline for [Vista Convention Services](#)
Carpet, Furniture, Shipping, Labor, etc.

[Non-Official EAC](#) Notification Deadline
- April 14 Advance Warehouse Freight Deadline (without surcharge)
- April 24 Direct to Show Site Shipments May Begin to Arrive at 8am
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.
- April 25 All exhibits must be set by 5:00 PM
*After this time, show management reserves the right to use any empty space in a way that will complement the overall appearance of the exhibition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Brittany Spargo at 571-279-0021 or Brittany.Spargo@spargoinc.com by **Thursday, April 21**.*
- April 26 Exhibit Hall Opens at 9:30 AM

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 Resource Center](#).