



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	Supporting Partner Opportunities	<input type="checkbox"/>
ASAP	Register Your Staff	<input type="checkbox"/>
ASAP	Complete Your Online Company Listing <i>To complete your online company listing, please login here. To create a login, please follow the instructions here.</i>	<input type="checkbox"/>
ASAP	Certificate of Insurance <i>Submit COI to Brittany.Spargo@spargoinc.com.</i>	<input type="checkbox"/>
March 7	Ancillary Event Request Form Due	<input type="checkbox"/>
April 4	Non-Official Contractor Form Due	<input type="checkbox"/>
April 4	Discount Deadline for Cox HN <i>Internet</i>	<input type="checkbox"/>
April 5	Discount Deadline for CAPTURE! Powered by SPARGO <i>Lead Retrieval</i>	<input type="checkbox"/>
April 18	Discount Deadline for Vista Convention Services <i>Carpet, Furniture, Shipping, Labor, etc.</i>	<input type="checkbox"/>
April 18	Discount Deadline for Projection <i>Audio Visual</i>	<input type="checkbox"/>
April 25	Advance Warehouse Freight Deadline	<input type="checkbox"/>
May 4	Direct to Show Site Shipment may begin to arrive.	<input type="checkbox"/>
May 4	Exhibitor Move In Begins at 8:00 AM	<input type="checkbox"/>
May 5	Exhibits Set by 5:00 PM	<input type="checkbox"/>
May 6	Exhibit Hall Opens at 8:00 AM	<input type="checkbox"/>

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