



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	<input type="checkbox"/>
ASAP	Certificate of Insurance Submit COI to Brittany.Spargo@spargoinc.com .	<input type="checkbox"/>
May 1	Ancillary Event Request Form Due	<input type="checkbox"/>
May 1	Non-Official Contractor Form Due	<input type="checkbox"/>
May 1	Discount Deadline for Cox HN <i>Internet</i>	<input type="checkbox"/>
May 2	Discount Deadline for CAPTURE! Powered by SPARGO <i>Lead Retrieval</i>	<input type="checkbox"/>
May 15	Discount Deadline for Vista Convention Services <i>Carpet, Furniture, Shipping, Labor, etc.</i>	<input type="checkbox"/>
May 22	Advance Warehouse Freight Deadline	<input type="checkbox"/>
May 31	Direct to Show Site Shipment may begin to arrive.	<input type="checkbox"/>

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