

IMPORTANT DATES/DEADLINE CHECKLIST

	DEADLINE DATE	ITEM
<input type="checkbox"/>	Wednesday, August 1	Exhibitor Listing Information submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Grand Opening Reception Package Application Deadline
<input type="checkbox"/>		Premium Exhibitor Listing Application Deadline
<input type="checkbox"/>	Wednesday, August 15	Lead Management Services Early Bird Deadline - Experient
<input type="checkbox"/>	Wednesday, August 29	In Booth Presentation Submission for inclusion in print submitted through the Exhibitor Resource Center
<input type="checkbox"/>	Friday, September 7	Booth Activity Request Form submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Certificate of Insurance from Exhibitor submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Drawing/Raffle/Giveaway Form submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Food and Beverage Distribution Request Form submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Freeform Booth Approval Form submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Exhibitor Appointed Contractor (EAC) Notification Form submitted through the Exhibitor Resource Center
<input type="checkbox"/>		In Booth Presentation Submission for inclusion in the mobile app submitted through the Exhibitor Resource Center
<input type="checkbox"/>		Monday, September 10
<input type="checkbox"/>	Wednesday, September 19	Freeman Advance Price Discount Deadline - access through the Exhibitor Resource Center
<input type="checkbox"/>		Moscone Center – Discount Pricing Deadline for: <ul style="list-style-type: none"> • Internet Service • Telephone Service
<input type="checkbox"/>		Catering/Hospitality Order Deadline – SAVOR
<input type="checkbox"/>	Monday, October 1	Audio Visual Equipment Advance Price Deadline - PSAV
<input type="checkbox"/>	Wednesday, October 3	Last day for freight to the Freeman Advance Warehouse to arrive without after deadline surcharge.
<input type="checkbox"/>	Monday, October 8	Exhibitor Registration – price for additional exhibitor badges increase on October 9.
<input type="checkbox"/>	Wednesday, October 10	Move In begins for all exhibits at 8 a.m.

Contact Stephanie Houck, ASA Exposition Management, at stephanie.houck@spargoinc.com or 703-679-3972 with any questions.