



## KEY DEADLINES

- July 17 Shipments may begin arriving at the Advance Warehouse at 8 AM
- July 15 Company Description Submission Deadline
- July 19 Lead Retrieval Advanced Discount Deadline
- July 28 Utility Service Advance Discount Deadline  
Internet & Network Connectivity Advance Discount Deadline
- July 30 Hargrove Advance Discount Deadline
- August 3 AV & Computer Rental Advance Discount Deadline
- August 14 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
*After August 14, shipments received at the warehouse are subject to additional late charges.*
- August 19 **ONSITE / DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE CONVENTION CENTER AT NOON.**  
*Shipments sent directly to the Convention Center will not be accepted prior to August 19.*
- August 20 Exhibits **MUST** be set by noon. To request a variance, please email Lauren Turosik at [Lauren.Turosik@spargoinc.com](mailto:Lauren.Turosik@spargoinc.com) by Thursday, August 16.

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES. PLEASE REFER TO ALL DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS LOCATED IN THE SERVICE ORDER FORMS SECTION.