

IMPORTANT DATES/DEADLINE CHECKLIST

	DEADLINE DATE	ITEM
<input type="checkbox"/>	Ongoing	Exhibitor Registration – submitted through the Exhibitor Portal
<input type="checkbox"/>	Monday, March 2	Exhibitor Meeting Room/Special Function Space Request Form Submission Deadline
<input type="checkbox"/>	Friday, March 27	Product Theater Presentation and Production Graphic submission deadline (if applicable)
<input type="checkbox"/>	Monday, April 6	Freeman Advance Freight Warehouse Opens – please refer to Shipping Information
<input type="checkbox"/>	Friday, April 10	Booth Activity Request Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Booth Rendering Submission Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Drawing/Raffle/Giveaway Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Exhibitor Appointed Contractor (EAC) Notification Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Exhibitor Insurance submitted through the Exhibitor Portal
<input type="checkbox"/>		Food and Beverage Distribution Request Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Onsite Contact Form submitted through the Exhibitor Portal
<input type="checkbox"/>	Tuesday, April 14	Internet and Telecommunication Service Advance Price Deadline – SmartCity
<input type="checkbox"/>		Audio Visual Equipment and General Service Contractor Service Order Form Advance Price Deadline – Freeman
<input type="checkbox"/>		Catering/Hospitality Order Deadline – ARAMARK
<input type="checkbox"/>		Electrical Services, Plumbing and Rigging Advance Price Deadline – Hi-Tech
<input type="checkbox"/>		Lead Management Services Early Bird Deadline - qConnection
<input type="checkbox"/>	Tuesday, April 21	Floral and Plant Rental Service Advance Price Deadline – Urban Jungle
<input type="checkbox"/>	Friday, April 24	Exhibitor Listing Information submitted through the Exhibitor Portal
<input type="checkbox"/>	Tuesday, April 28	Last day for freight to the Freeman Advance Warehouse to arrive without after deadline surcharge.
<input type="checkbox"/>	Thursday, April 30	Photography Deadline – EPNAC
<input type="checkbox"/>	Tuesday, May 5	Move-In begins for all exhibits at 2:00 pm

Contact Sharon Boutin, AACE Exposition Management, at sharon.boutin@spargoinc.com or (571) 279-0028 with any questions.