



DEADLINE CHECKLIST

- ☐ August 12 Final Program Exhibitor Profile Listing Due
- ☐ September 29 Island Booth Rendering Approval Forms Due
- ☐ September 29 Onsite Contact Information Form Due
- ☐ September 29 Exhibitor Certificate of Liability Insurance Form Due
- ☐ October 1 Audio Visual/Computer Rental Advance Discount Deadline
- ☐ October 9 Shipments can begin arriving at the HERITAGE Advance Warehouse
- ☐ October 15 Rigging/Services Advance Discount Deadline
- ☐ October 15 Utility Service Advance Discount Deadline
- ☐ October 15 Internet/Telephone Advance Discount Deadline
- ☐ October 15 Booth Catering Advance Discount Deadline
- ☐ October 20 Exhibitor Appointed Contractor (EAC) Intent Form Due
- ☐ October 20 HERITAGE Advance Discount Deadline
- ☐ October 20 Booth Cleaning Advance Discount Deadline
- ☐ October 30 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- ☐ November 6 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE ERNEST N. MORIAL CONVENTION CENTER AT 1:00 PM.**
Shipments sent directly to the Vancouver Convention Centre will not be accepted prior to this date.
- ☐ November 9 Exhibits **MUST** be set by 2:00 PM (unless you request a variance; please email shirley.harris@spargoinc.com)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.