



DEADLINE CHECKLIST

- ☐ March 25 Final Program Exhibitor Profile Listing Due
- ☐ March 25 Island Booth Rendering Approval Forms Due
- ☐ March 25 Giveaway Request Form Due
- ☐ March 25 Onsite Contact Information Form Due
- ☐ April 1 Shipments can begin arriving at the Freeman Advance Warehouse
- ☐ April 5 Freeman Advance Discount Deadline
- ☐ April 5 Exhibitor Appointed Contractor (EAC) Intent Form Due
- ☐ April 5 Rigging/Services Advance Discount Deadline
- ☐ April 5 Electrical Service Advance Discount Deadline
- ☐ April 5 Audio Visual Advance Discount Deadline
- ☐ April 8 Booth Catering
- ☐ April 18 Booth Cleaning Advance Discount Deadline
- ☐ April 18 Internet/Telephone Advance Discount Deadline
- ☐ April 26 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- ☐ May 3 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE SAN DIEGO CONVENTION CENTER AT 8:00 a.m.** Shipments sent directly to the San Diego Convention Center will not be accepted prior to this date.
- ☐ May 5 Exhibits **MUST** be set by 5:00 p.m. (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.