

DEADLINE CHECKLIST

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|--------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | March 6 | Exhibitor Profile Listing Due |
| <input type="checkbox"/> | March 20 | Island Booth Rendering, Giveaway Request, Onsite Contact Forms Due |
| <input type="checkbox"/> | March 20 | Exhibitor Appointed Contractor (EAC) Intent Form Due |
| <input type="checkbox"/> | March 26 | Shipments can begin arriving at the Freeman Advance Warehouse |
| <input type="checkbox"/> | March 31 | Freeman Advance Discount Deadline |
| <input type="checkbox"/> | March 31 | Audio Visual Advance Discount Deadline |
| <input type="checkbox"/> | March 31 | Utility Services Advance Discount Deadline |
| <input type="checkbox"/> | April 1 | Lead Retrieval Advance Discount Deadline |
| <input type="checkbox"/> | April 7 | Booth Catering Advance Discount Deadline |
| <input type="checkbox"/> | April 7 | Internet/Telephone Advance Discount Deadline |
| <input type="checkbox"/> | April 10 | Booth Photography Advance Discount Deadline |
| <input type="checkbox"/> | April 17 | ADVANCE WAREHOUSE SHIPMENT DEADLINE
(after this time/date, shipments received at the warehouse are subject to additional late charges) |
| <input type="checkbox"/> | April 24 | Plant and Floral Advance Discount Deadline |
| <input type="checkbox"/> | April 28 | ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE WALTER E. WASHINGTON CONVENTION CENTER AT 8:00 A.M.
Shipments sent directly to the Walter E. Washington Convention Center will not be accepted prior to this date. |
| <input type="checkbox"/> | April 30 | Exhibits MUST be set by 5:00 p.m. (No variances beyond this time allowed) |

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.