

DEADLINE CHECKLIST

- March 6 Exhibitor Profile Listing Due
- March 20 Island Booth Rendering, Giveaway Request, Onsite Contact Forms Due
- March 20 Exhibitor Appointed Contractor (EAC) Intent Form Due
- March 26 Shipments can begin arriving at the Freeman Advance Warehouse
- March 31 Freeman Advance Discount Deadline
- March 31 Audio Visual Advance Discount Deadline
- March 31 Utility Services Advance Discount Deadline
- April 1 Lead Retrieval Advance Discount Deadline
- April 7 Booth Catering Advance Discount Deadline
- April 7 Internet/Telephone Advance Discount Deadline
- April 10 Booth Photography Advance Discount Deadline
- April 17 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse
are subject to additional late charges)
- April 24 Plant and Floral Advance Discount Deadline
- 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.
- 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.**