



DEADLINE CHECKLIST

- April 22 All group/sub-block requests for 10+ rooms must be completed. Fill out the form [here](#).
- April 30 Sub-Block/group hotel room names are due. After this date, any rooms not assigned to a valid name will be released from your sub-block.
- May 11 Logistics Exhibitor Webinar – 11:00am CT (Includes: T3 Expo, Edlen, FAV Encore and SPARGO, Inc.)
- May 27 Lead Retrieval Advance Discount Deadline
- June 1 Island Booth Rendering Approval Forms Due
- June 1 Giveaway Request Form Due
- June 1 Onsite Contact Information Form Due
- June 1 Shipments can begin arriving at the T3expo Advance Warehouse
- June 5 Application deadline for ACE Awards
- June 8 Price increase for additional exhibit booth badges
- June 8 Exhibitor Appointed Contractor (EAC) Intent Form Due
- June 8 Audio Visual Advance Discount Deadline
- June 14 Hotel block closes for individual reservations at AOSSM rates
- June 15 T3 Expo Advance Discount Deadline
- June 15 Electrical Service Advance Discount Deadline



DEADLINE CHECKLIST CONT.

- June 15 Booth Catering Advance Discount Deadline
- June 15 Internet/Telephone Advance Discount Deadline
- June 30 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 30 Hanging Sign received at ADV Warehouse
- July 7 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE SEATTLE CONVENTION CENTER AT 8:00 a.m.** Shipments sent directly to the Seattle Convention Center will not be accepted prior to this date.
- July 8 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.