

DEADLINE CHECKLIST

- August 15
Company Description for PDF of Exhibitor Directory submitted through [Exhibitor Resource Center](#)
- August 30
extended to
September 27
Booth Rendering submitted through [Exhibitor Resource Center](#) for Exhibitors with Booth Space of 400 sq. ft.+
Approval for Giveaways and Onsite Contact Information Form submitted through [Exhibitor Resource Center](#)
Exhibitor-Appointed Contractor Notification and EAC's Certificate of Liability Insurance submitted through [Exhibitor Resource Center](#)
- September 11
FREEMAN Advance Freight Warehouse Opens
- September 13
Advance Registration Deadline
[Lead Retrieval](#) Advance Order Rate – SPARGO, Inc.
- September 18
Group Housing Block Request Deadline
Rooming lists and full payment due for Group Housing
- September 20
[Advance Order](#) Discount Deadline – FREEMAN
(All Freeman services such as furnishings, carpet, and audio visual/computer rentals)
[Catering/Hospitality](#) Order Deadline – ARAMARK
[Internet and Phone Service](#) Order Deadline – Pennsylvania Convention Center
[Quick Facts](#) - FREEMAN
- October 10
Last Day for Advance Freight to FREEMAN warehouse
- October 11
Target Freight may begin to arrive at Pennsylvania Convention Center
- October 13
Exhibits MUST be set by 3:00 pm

Please refer to all other deadlines from official contractors on their individual order forms or by contacting the appropriate contractor.