



DEADLINE CHECKLIST

- August 16
 - Company Description for PDF of Exhibitor Directory submitted through [Exhibitor Resource Center](#)
 - Group Housing Block Request Deadline
 - Rooming lists and full payment due for Group Housing

- September 3
 - [Lead Retrieval](#) Advance Order Rate – SPARGO, Inc

- September 10
 - 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 17
 - Advance Registration Deadline
 - [Advance Order](#) Discount Deadline – FREEMAN (All Freeman services such as furnishings, carpet, and audio visual/computer rentals)
 - [Catering/Hospitality](#) Order Deadline – Centerplate
 - [Internet and Phone Service](#) Order Deadline – M.C Dean/Baltimore Convention Center

- September 20
 - FREEMAN Advance Freight Warehouse Opens

- September 28
 - Online Housing Cutoff date

- October 8
 - Last Day for Advance Freight to FREEMAN warehouse without additional fees

- October 15
 - Direct shipments may begin to arrive at Baltimore Convention Center

- October 17
 - Exhibits MUST be set by 3:00 p.m.