



ata2020

Annual Conference & Expo

KEY DEADLINES

This is a partial key deadline list. Please refer to all deadlines from official service contractors on their individual order forms located in the Service Order Forms section or by contacting the appropriate contactor directly.

ACT NOW!

[Sponsorship Opportunities](#)

- March 20 Online Company Description Due
Login to your Exhibitor Portal with your Company Password to update your company description. For password assistance, email Brittany.Sparqo@spargoinc.com
- April 1 Advance Shipment may begin to arrive at Freeman's Warehouse
Materials will be accepted Monday—Friday between hours of 8 AM—3:30 PM
- April 3 Request to use EAC Form with Certificate of Insurance Due
- April 10 Discount deadline for Freeman Services
Show services including carpet, table chairs, shipping, cleaning, and more
- April 24 Advance Shipment Deadline without Late Fees
- May 1 Direct to Show Site Shipments May Begin to Arrive
Shipments arriving before this day may be refused by the facility. Any changes incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Exhibitor Move In Begins at 12 PM (20' x 30' booths only)
- May 2 Exhibitor Move In Begins at 8 AM
- May 3 All exhibit space must be set by 10 AM
If you are not able to meet this requirement, you must submit a variance request to Brittany.Sparqo@spargoinc.com no later than 5PM on Thursday, April 30.
- Exhibit Hall opens at 1:30 PM