

15TH ANNUAL CDCA DEFENSE SUMMIT



DEADLINE CHECKLIST

ACT NOW!

[Sponsorship Opportunities](#)

Contact Sponsorship Management at CDCAexhibits@spargoinc.com.

ASAP

Complete Your Online Company Listing

Login to your [Exhibitor Portal](#) with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@spargoinc.com.

November 11

Advance Order Discount deadline for Fern
Carpet, Furniture, Shipping, Labor, etc.

Non-Official EAC Notification Deadline

November 14

Advance Warehouse begins accepting shipments

December 1

Advance Warehouse Freight Deadline

December 6

Direct to Show Site Shipments May Begin to Arrive

Shipments arriving before this day may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

December 6

Exhibitor Move In Begins at 8:00 AM

December 7

All exhibit space must be set by 9:00 AM

If you are not able to meet this requirement, you must submit a variance request to Brittany.Spargo@spargoinc.com no later than 5:00 PM on Thursday, December 1.

The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).