



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	Supporting Partner Opportunities	<input type="checkbox"/>
ASAP	Complete Your Online Company Listing	<input type="checkbox"/>
ASAP	Register Your Staff	<input type="checkbox"/>
ASAP	Certificate of Insurance Submit to Brittany.Spargo@spargoinc.com	<input type="checkbox"/>
NOVEMBER 7	Discount deadline for Audie Expo <i>Carpet, Furniture, Shipping, Labor, etc.</i>	<input type="checkbox"/>
NOVEMBER 9	Discount deadline for CAPTURE! Powered by Spargo <i>Lead Retrieval</i>	<input type="checkbox"/>
DECEMBER 5	Advance Warehouse Shipment Deadline <i>*Shipments received after Friday, November 21, 2025, will be received at the Late to Warehouse Rate.</i>	<input type="checkbox"/>
DECEMBER 9	Direct to Show Site Shipment May Begin to Arrive <i>Direct shipments will be accepted on Tuesday, December 9, 2025, between 8:00 a.m. - 6:00 p.m. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Any shipment received outside of the posted move in time will be charged an additional 30%.</i>	<input type="checkbox"/>

Please refer to all other deadline for on their individual order forms enclosed in the [Exhibitor Resource Center](#).