



DEADLINE CHECKLIST

- April 10 Show Program/Descriptive Paragraph Due
- April 18 Island Booth Rendering Approval Forms Due
- April 18 Booth Activity Request Form Due
- April 18 On-Site Contact Information Form Due
- May 10 Shipments can begin arriving at the Advance Warehouse
- May 10 Exhibitor Appointed Contractor (EAC) Intent Form Due
- May 17 Shepard Advance Discount Deadline
- May 25 Lead Management Advanced Discount Deadline
- May 25 Audio Visual & Computer Rental Advance Discount Deadline
- May 25 Internet-Telephone-Cable TV Advance Discount Deadline
- May 25 Rigging Services Advance Discount Deadline
- May 25 Booth & Carpet Cleaning Advance Discount Deadline
- May 25 Electrical Service Advance Discount Deadline
- May 25 Booth Catering
- May 31 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 7 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE OREGON CONVENTION CENTER AT 8AM.** Shipments sent directly to the Oregon Convention Center will not be accepted prior to this date.
- June 9 Exhibits MUST be set by 4:00 pm (unless you request a variance; please email shirley.harris@spargo.com)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.