



DEADLINE CHECKLIST

- April 3 Show Program/Descriptive Paragraph Due
- May 8 Island Booth Rendering Approval Forms Due
- May 8 Booth Activity Request Form Due
- May 8 On-Site Contact Information Form Due
- May 14 Lead Management Early Bird Discount Deadline
- May 15 Shipments can begin arriving at the Advance Warehouse
- May 21 Exhibitor Appointed Contractor (EAC) Submission Due to Shepard
- May 21 Shepard Advance Discount Deadline
- May 21 Booth & Carpet Cleaning Advance Discount Deadline
- May 21 Booth Catering
- May 22 Audio Visual & Computer Rental Advance Discount Deadline
- May 22 Internet-Telephone-Cable TV Advance Discount Deadline
- May 22 Rigging Services Advance Discount Deadline
- May 24 Electrical Service Advance Discount Deadline
- June 5 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 12 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE AMERICA'S CENTER CONVENTION COMPLEX AT 8AM.** Shipments sent directly to the America's Center Convention Complex will not be accepted prior to this date.
- June 14 Exhibits MUST be set by 1:00 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.